

U. S. Department of Justic

Immigration and Naturalization Service

OF CITIZENS AND ALIENS BY OFFICERS

DESIGNATED AS IMMIGRATION OFFICERS



UNITED STATES DEPARTMENT OF JUSTICE IMMIGRATION AND NATURALIZATION SERVICE WASHINGTON, D.C. 20536

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All holders of M-94 "GUIDE FOR THE INSPECTION AND PROCESSING OF CITIZENS AND ALIENS BY OFFICERS DESIGNATED AS IMMIGRATION INSPECTORS"

The attached edition of M-94, (1982), constitutes a complete reprinting of the Guide.

All prior editions of M-94 should be destroyed.

INTRODUCTION

The United States, as a matter of sovereign right, exercises control of aliens seeking to enter upon, bass through, or remain in the national territory so as to protect the national interest. As a designated immigration inspector, you are entering upon a phase of work of immeasurable importance in the protection of national interests, fostering of good will in foreign relations, and facilitation of international travel. We know you will carry out your duties with a high degree of fairness, skill, and dispatch that will reflect creditably upon yourself and the Government of the United States.

Immigration inspection procedures are designed to facilitate the entry of aliens, who can readily establish their admissibility, and United States citizens. Your decisions will affect the lives and well-being of many people and this Service is dedicated to a humane and liberal administration of the Immigration and Nationality laws. The spirit of an officer is as important as his authority. Courtesy, consideration, tact, and a genuine interest in people are requisites to the proper performance of inspection duties. Always keep in mind that the inspector projects an image of the United States to the nationals of other countries who come our way. Small things such as the tone of voice, facial expression, or even the manner in which documents are handled can make the inspection either a pleasant experience for the traveler or an ordeal which leaves a lasting bad impression.

You, in your capacity as an immigration inspector, have the authority to admit aliens to the United States. Generally, any you find inadmissible must be accorded a hearing with an Immigration Judge before exclusion can be ordered.

You should bear in mind that when you are sworn in as an immigration inspector. you are vested not only with authority (sections 235 and 287 of the L&NA) of that position, but also with the protection afforded by law (18 U.S.C. 111 and 1114) to any immigration officer. The cited sections of law provide severe penalties for anyone who forcibly assaults, resists, opposes, impedes, intimidates, interferes with or kills an immigration officer while angaged in or on account of the performance of his official duties.

This manual is not intended to replace the Immigration and Nationality Act or implementing regulations but is to afford you a quick procedural reference in connection with the performance of your duties. Its contents should not be discussed with unauthorized persons. Samples of most of the forms or documents you may encounter have been placed in the Appendices. You will be given further instructions and training by the Immigration and Naturalization Service with the scope of your inspection duties explained to you.

The manual may be retained by you, as long as your designation as an immigration inspector continues, for ready reference and for use in training sessions conducted by immigration personnel. You will be furnished with revised material with transmittal memoranda reflecting the revisions and the basis for such revisions.

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PART I - BASIC INSPECTION PROCEDURE

A. GENERAL

- 1. Under the authority granted by sections 235 and 287 of the Immigrat and Nationality Act, an immigration inspector may question, under oath, any person coming into the United States to determine, among other matters, whether he is a citizen of the United States. In addition, an immigration officer has authority to search, without warrant, the person and effects of any person seeking admission when there is reason to believe that grounds for exclusion exist which would be disclosed by such search. Designation of other Government agencies' officers as excepted immigration inspectors invests them with the power and authority of regularly employed immigration inspectors.
- 2. The immigration laws do not apply to United States citizens. Examination under those laws should cease as soon as it is found that the applicant for entry is a citizen unless a passport deficiency must be corrected, then send to secondary. Some of the lookout notices referred to above concern citizens and are posted at the request of other government agencies to which the Immigration and Naturalization Service extends all reasonable cooperation as a matter of policy. Such agencies are to be informed when the subject of a lookout enters.
- 3. Violators of the immigration laws and regulations often reveal themselves by peculiar or suspicious actions. Sometimes answers to one or two questions will be sufficient cause for an officer to refer applicants for admission to an immigration inspector of this Service for further examination. No list of such questions can be prepared. Only careful observation, study, and use of ingenuity will bring to your mind the question or questions that should be asked in a particular case.
- 4. Many "Lookout" notices are issued to watch for certain aliens or United States citizens who may attempt to enter. There is a good reason behind every lookout notice. The subject of an immigration lookout should be referred to an immigration inspector for further inspection. The lookout Book or its contents should never be discussed with anyone not involved in its purpose and use. The subject of a lookout should not be made aware by word or action of the inspecting officer, of the inclusion of his or her name in the Lookout Book, particularly in a case in which notification of another government.

agency is required. The issuance of a Lookout Book to an officer is dependent on need and the type of traffic at his location. Instructions for soundexing and its use are contained in Appendix 19 and the front portion of every Lookout Book. The Lookout Book is incorporated in the TECS machine.

- 5. It is useful when questioning applicants for entry to ask first: "Of what country are you a citizen?" The answer to that question will help you to slant other questions, should they be necessary, either to establish United States citizenship or determine admissibility as an alien.
- 6. To better understand the material that is presented, it will be necessary for you to familiarize yourself with the definitions listed in Appendix 1. It is not necessary to memorize them. However, you must have a good working knowledge of them to be able to utilize them.

B. UNITED STATES CITIZENS

The person's present citizenship or nationality is
the primary determination to be made. You may learn
if a person is a United States citizen by documents
he presents and/or proper questioning. Most persons
born in the United States are citizens thereof; however, questioning should not begin by asking a person
where he was born but, instead, asking him his citizenship. An applicant may adequately establish
citizenship by oral statement. Pay careful attention to what the individual says and the way he says
it, as well as his actions and appearance. Experience

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will quickly sharpen your ability to detect accents in speech and unusual statements which might indicate foreign origin. You may ask such questions as: "Of what country are you a citizen?", "When and where were you naturalized?", or "How did you acquire your citizenshin?"

Although there is no law requiring a citizen to present documentary evidence of citizenship, the Department of State regulations require citizens to have valid United States passports following travel in or through Cuba or any other country not located in the Western Hemisphere and such passports must be presented to the immigration inspector. Many United States citizens will present passports when coming from foreign countries in the Western Hemisphere although not required to do so. A United States passport presented by a United States citizen applying for admission into the United States shall be stamped with the admission stamp if applying for admission at an airport. At all other ports of entry, it will be stamped only if requested by the appliance.

When a United States citizen who is required to present a valid passport does not have one, the Service, acting for the Department of State, has the citizen apply for an exception of such. The application should be granted by the Service unless a willful violation is involved. As mentioned earlier, if you should encounter this, refer to secondary.

In addition to birth in the United States, citizenship may be acquired by persons born abroad of United States citizen parent or parents. The citizen is usually in possession of a United States passport, State Department Certificate of Identity and Registration, or a Certificate of Citizenship. However, a person claiming to be a United States citizen must be referred to an immigration secondary for further inspection if there is any doubt as to citizenship.

- The most common documents which help to establish United States citizenship are:
 - Birth certificates or other authoritative documents showing birthplace in the United States.
 - b. Baptismal certificate showing place of birth and baptism within a short time after birth.
 - c. Naturalization certificates (See Appendix 2)
 - d. United States passports, valid or expired
 - Various licenses and permits issued by Governmental agencies and which are by law or regulation limited to United States citizens.
 - Example: Pilot's license.
 - f. Voters registration cards and similar documents issued by local authorities.
 - g. United States citizen Merchant Seamen may present Coast Guard identification cards, commonly called "Z" cards, in lieu of a passport.
 - h. U.S.C. ID Card (Form I-197, Appendix 3)
 - State Department Certificate of Identity and Registration, Appendix 4.

A large number of births are recorded many years after the actual event and delayed birth certificates are issued to the individual on the basis of documents which may not be genuine. These delayed birth certificates, as well as licenses, permits, and voter registration cards, do not conclusively establish United States citizenship. They are called secondary evidence and do not carry the same weight as primary evidence.

- A United States citizen, whether by birth or naturalization, may lose his nationality by some voluntary act such as:
 - a. Naturalizing in a foreign state
 - b. Taking an oath of allegiance to a foreign state

- c. Entering the Armed Forces of a foreign state
- Renouncing citizenship before a Consul of the United States
- Committing acts of treason against the United States.

C. ALIENS

An alien is any person not a citizen or national of the United States. Alien applicants for admission into the United States are divided into two general classes called immigrants and nonimmigrants. Immigrants are those aliens coming to the United States to reside permanently. They may be entering for the first time or they may be alien residents of the United States who are returning from a temporary absence. The latter are often termed "returning residents". Nonimmigrants are those aliens seeking to enter the United States for a temporary period and for some lawful purpose. All aliens, whether immigrants or nonimmigrants must be admissible under the general immigration laws.

IMMIGRANTS

Immigrants must present one of the following documents:

a. Immigrant visa issued OF 155 by American Consuls

This document is usually required of immigrants moving into the United States for the first time and of alien residents who are outside the United States after prolonged absence. OF 155 (see Appendix 5) may have supporting documents attached, such as a birth certificate, divorce decree, affidavits, photographs, etc. These documents are usually fastened to the visa by grommets and a Consular seal and are not to be detached therefrom or given to the alien.

At most ports of entry these people will always be processed at secondary where more time can be taken to complete processing. If you are going to be processing these visas, then you will receive further instruction on such.

This document is issued to permanent resident aliens, and is a booklet form resembling a passport (Appendix 6). When a reentry permit is presented, after checking the Lookout Book or TECS Machine, the immigration inspector must check pages 2 and 3 for signs of alterations and must also check the photograph to determine whether the permit is presented by the rightful holder. The validity of the permit must also be checked. It is valid for not more than two years from the date of issuance. Since a reentry permit may be issued to an alien who is imadmissible, particular care must be taken to check the upper right-hand corner of the "Restrictions" block to see whether it bears a notation showing a ground of inadmissibility under Section 212(a). If it does, refer to secondary.

If the alien is found admissible, the admission stamp shall be placed in the appropriate box on page 4 of the permit. If the permit is valid for a single entry, it shall be lifted even though the period of validity has not expired. If valid for multiple entries and the period of validity has not expired, it may be returned to the alien if he desires to retain it.

c. Alien Registration Receipt Card Issued by Immigration and Naturalization Service

This document is issued to aliens admitted for permanent residence on Form I-151 or I-551 (Appendix 7 and 7A).

This form is a small card which bears the holder's photograph and is laminated in plastic. Your attention is invited to the identification checkpoints of INS documents (Appendix 7, 7A, 8, and 8A) which will help in identifying counterfeit or altered Forms I-151/I-551. That information should not be discussed with unauthorized persons. Returning residents who are rightful holders of Form I-151 or I-551 and who are returning after a temporary visit abroad of not more than one year need no other document.

Form I-151 or I-551 is acceptable for the spouse or child of a civilian employee of the United States government stationed abroad or a member of the United States Armed Forces who has been residing abroad while the member was on overseas duty pursuant to official orders even though the absence has exceeded one year.

d. Refugee Travel Document Issued by the Immigration and Naturalization Service

This document is issued to aliens who are either classifiable as a refugee or came to the U.S. under some refugee program. A lawful permanent resident may obtain this document (See Appendix 9) and it will be noted on page 4 of the booklet as to what status is to be accorded upon return. If he or she is a lawful permanent resident, it will state "LAWFUL PERMANENT RESIDENT". Those with Refugee Travel Documents are inspected just like those with Reentry Permits. Page 6 will be stamped with an admission stamp.

NONIMMIGRANT

There are twelve classes of nonimmigrants a. identified by both this Service and the Department of State through use of the letters of the alphabet "A" through "M" as symbols. Special groups are added as occasion requires, such as NATO to identify those relating to the North Atlantic Treaty Organization. Appendix 10 summarizes these classes and specifies the maximum period of time each may be initially admitted. Except for those who qualify for "duration of status." nonimmigrants are admitted for the period of time reasonably necessary to accomplish their purpose in coming to the United States but no admission may exceed the maximum period specified in Appendix 10. Any nonimmigrant who has need to prolong his stay beyond the period of initial admission must apply to the Immigration and Naturalization Service for an extension of stay. Foreign government representatives and employees (Class A), visitors (Class B), transits (Class C), students (Class F), temporary workers (Class H), and exchange aliens (Class J) are the classes you will most likely encounter or inspect.

Appendix 11 contains sample I-94's prepared for each class of nonimmigrants. Special notations applicable to specific classes are included on the samples as appropriate.

(1) Foreign Government Representatives, Employees, or Family Members (Class A)

These nonimmigrants will present a diplomatic or special passport visaed with the proper "A" classification by an American Consular officer. In addition to the usual courtesy extended all aliens, diplomats should be generally assisted during the inspection process so their experience of entering the United States will be particularly pleasant.

Passport visas issued to the Class "A" group will contain either an A-1, A-2, or A-3 symbol. The A-1 and A-2 groups are Government officials, employees, and their families. The A-3 group consists of attendants, servants, and personal employees (and members of their families) of aliens in the A-1 or A-2 groups.

The importance of the diplomatic group of aliens is exemplified by the fact that the A-I's and A-2's are exempt from almost all of our excluding provisons of law and their passports need only be valid to the date on which admitted. They have Diplomatic Immunity. The A-3 group are also exempted from a lesser number of such provisions.

Upon admission of any "A" class alien over fourteen years of age, Form I-57 (Appendix 12) is prepared to alert the F.B.I. that a diplomat has entered the U.S.

(2) Visitors (Class B)

Nost nonimmigrants who come to the United States are visitors for business (Class B-1) or visitors for pleasure (Class B-2). Visitors for business are aliens seeking temporary admission for legitimate activities of a commercial or professional character. As a general rule their salary or remuneration must come from a source abroad but professional athletes may receive prize money awarded in competitive events held in the United States. The visitor for pleasure comes as a tourist or to visit relatives and friends and is not permitted to accept employment in the United States.

(3) Transits (Class C)

The C-1 transit alien is entering solely for the purpose of passing in immediate and continuous transit through the United States to a foreign destination. either a ticket or some other evidence showing the means of transportation to the port of departure. He must have sufficient funds, either in his possession or available to him, to cover his journey and he must possess a travel document containing a visa or other form of permit to enter a country other than the United States. The period of admission will be governed by the transit alien's itinerary and, as a practical matter, additional time for visits not to exceed 29 days may be granted in appropriate cases.

C-2 transit aliens are those applying for admission to go in transit to or from the United Nation's Headquarters District in New York City. C-2 visas are issued to aliens who will be restricted to the United Nations' Headquarters District area.

United States, would be entitled to "A" or "G" classification but they intend to go in immediate and continuous transit through the United States. They are exempt almost all exclusion grounds, ust like the diplomats with the "A" classification.

A transit without visa (TWOV) alien must establish that he is admissible under immigration laws and has confirmed onward reservations at least to the next country beyond the United States and that he will depart within 8 hours or first available means of transportation. If coming to join a vessel as a crewman. he will proceed directly to the vessel and remain aboard at all times until it departs from the United States. He must enter at a port designated for the admission of aliens in transit without visas and via a carrier signatory to a TWOV agreement with the Service. While not aboard an aircraft, the alien is in custody of the carrier unless other arrangements are made by the Immigration Service. If an alien is presented by the carrier as a TWOV, refer to secondary.

(4) Crewmen (Class D)

A crewman is defined as a person serving in any capacity on board a vessel or aircraft. Broken down into two categories: A D-1 who will be leaving on the same vessel or airline and a D-2, who will be departing by some means other than the vessel he arrived on or a different airline than the one he came in one.

(5) Treaty Traders and Treaty Investors (Class E)

This class of nonimmigrant comes to the United States solely for the purpose of (1) carrying on substantial trade principally between the United States and the foreign state of which he is a national or (2) to direct the operations of an enterprise in which he has invested or is investing a substantial amount of capital. He may be employed by a firm operated by a treaty trader. The treaty trader or investor nonimmigrant is not required to establish that he is coming to the United States for a definite temporary period, nor does he have to establish that he has a residence abroad which he has no intention of abandoning.

Treaty traders or investors are classified E-1 or E-2 depending on whether they fall within class (1) or class (2) above.

The spouses and children of a treaty trader or investor, regardless of nationality, may be admitted in a treaty trader or investor category if accompanying or following to join the principal. They are given the same E-1 or E-2 classification as the principal alien.

(6) Students (Class F)

Each student (F-1) must present a Form I-20 (Appendix 13) which is a certificate of eligibility executed on page 1 by the school to evidence that the alien has been accepted as a full-time student and that the school has been approved by the Immigration and Naturalization Service for attendance by nonimmigrant students.

For the initial entry the student must execute page 2 of the form to evidence his understanding of requirements and financial ability to sustain himself and present the entire five page form when he applies for admission. This form is lifted by the immigration inspector. Form I-20A is forwarded to the local Immigration and Naturalization Service office and Form I-20B is forwarded directly to the school. Page 5 is returned to the student. For entries

the school within 12 months as evidence he is still a student. This Form I-20 is not lifted from the student since it may be presented at the time of each reentry within its 12-month period of validity.

A Canadian national or an alien landed immigrant of Canada who has a common nationality with Canadian nationals who presents Form I-94 showing his prior admission as a student and is returning to the United States as a student after a temporary absence in Canada only shall, if otherwise admissible, be readmitted without presentation of Form I-20. This also applies to other foreign nationals applying for readmission as F-1 students after an absence not exceeding 30 days solely in contiguous territory, if they are otherwise admissible, have valid passports and do not require a waiver of inadmissibility.

The inspection procedure for readmission of a student is otherwise the same as for an initial admission.

The spouses and children of students may accompany or follow to join them. Their eligibility is based on the I-20 issued to the principal alien so a copy of such form must be presented by them unless they are accompanying the F-I spouse or parent. Spouses and children of students are classified as F-2.

(7) Foreign Government Representatives, Employees, or Family Members (Class G)

These nonimmigrants will present a passport visaed with the proper "G" classification by an American Consular officer. As in the case of diplomats, these allens should be generally assisted during the inspection process. These nonimmigrants are representatives of a foreign government to an international organization or officials or employees of such an organization. An example would be the representatives of France to the United Nations.

Passport visas issued to the Class "G" group will contain either a G-1, G-2, G-3, G-4 or G-5 symbol. The G-1 and G-2 groups are the principal or other accredited representatives of a foreign government. The G-3 is the same as G-1 or G-2 except that his government is not recognized by the United States or is not a member of the international organization. The G-4 is an officer or employee of an international organization. G-5's are the attendants, servants, or employees of any representative to or officer or employee of the international organization.

The members of the immediate families of any of the categories enumerated qualify for the same classification as the principal alien in each category.

Upon admission of any "G" class alien over fourteen years of age, Form I-57 is prepared just as with the A's.

(8) Temporary Workers (Class H)

These nonimmigrants, unless exempt from the passport and visa requirements, will present a passport visaed with the proper "H" classification by an American Consular officer and they fall into four general classifications.

H-1 - A nonimmigrant alien of distinguished merit and ability coming temporarily to the United States to perform services requiring such merit and ability.

An example of which would be an internationally famous opera singer coming to give a concert.

- H-2 A nonimmigrant alien coming temporarily to the United States to perform temporary services or labor when persons cannot be found in this country to perform such service or labor. An example of this type of nonimmigrant is the agricultural worker used to harvest the citrus crop in the State of Florida.
- H-3 A nonimmigrant alien coming temporarily to the United States at the invitation of an individual, organization, firm, or other trainer for the purpose of receiving training in any field of endeavor. Incidental production necessary to the training is permitted provided United States workers are not displaced.

All three of these need to have a petition approved in their behalf and they cannot be admitted longer than the petition was approved for. Normally the date their visa issued by the American Consulate expires on is the date they are admitted to.

- H-4 Spouses and minor children of aliens classified H-1, H-2, or H-3. An H-4 nonimmigrant may not accept employment or undertake training in that status.
- (9) Representatives of Information Media (Class I)

These aliens represent the foreign press, radio, film, or other information media and engage solely in the gathering and dissemination of information. The spouse and children of such representatives are also entitled to the same classification. That's a plain "I" with no numbers following.

(10) Exchange Aliens (Class J)

Exchange aliens seek to remain temporarily in the United States to participate in a program approved by the International Communication Amency.

Exchange aliens (Class J-1) must present a complete three-part edition of Form IAP-66 (Appendix 14) at the initial entry. The spouse and minor children (J-2) following to join the program participant may present a copy of the current Form IAP-66 issued to the participant by his program sponsor properly endorsed by his program sponsor to indicate the date of expiration of the participant's authorized stay in the United States as shown on his I-94. The J-2 may not be admitted for more time than that period shown for the J-1.

(11) Fiancees and Fiances of U.S. Citizens (Class K)

These aliens seek to enter solely to contract a valid marriage with a citizen of the United States within ninety days after entry and the minor children of such fiancee or fiance accompanying or following to join.

Automatic nonimmigrant visa waivers available to Canadian and British subjects landed immigrants in Canada are not applicable to K nonimmigrants. The alien must have a valid K-1 visa and accompanying or following to join children, if any, must have valid K-2 visas. At the port of entry the K-1 alien will be asked to surrender the sealed envelope obtained from the American Consul. It should contain an approved I-129F petition, report of medical examination for each K nonimmigrant, and a statement executed by the K-1 alien of ability and intent to marry the petitioner. They will normally be referred to secondary for processing, if entering at a land border port.

(12) Intra-Company Transferees (Class L)

L-1's are those aliens who have been continuously employed for one year immediately prior to application for admission by a firm, corporation, or other legal entity or affiliation or subsidiary thereof and who seek to enter temporarily to continue (L-2) of any such alien accompanying or following to join.

An approved visa petition is required for L-1 nonimmigrants, but not for L-2 nonimmigrants. An L-1 may not be admitted after the expiration of visa petition validity. They are normally admitted up to the validity of the NIV.

(13) Civilian NATO Representatives, Officials, Employees or Family Members

These aliens seek to remain temporarily in the United States to participate in activities required by their NATO status, or their employment with NATO, or as accompanying family members of any such alien.

Members of the Armed Forces of NATO countries signatory to Article III of the Status of Forces Agreement (Belgium, Canada, Denmark, France, Germany. Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, the United Kingdom of Great Britian and Northern Ireland) are not subject to inspection and Forms I-94 are not required for such members.

(14) <u>Vocational Students not in Language Training Programs (Cla</u>

This class of nonimmigrants was added by P.L. 97-116. However, the regulations governing this class has not yet been published. Until the regulations are published, a vocational student not in a language training program is classified as M-1 and any accompanying spouse and child as M-2; and, they are governed by the same regulations as

- b. Nonimmigrants must be in possession of unexpired passports, is by competent authorities and valid unexpired nonimmigrant visa issued by American Consuls, except where such documents are wa (not applicable to K nonimmigrants), pursuant to 8 CFR 212.1 a follows:
 - (1) A Canadian national or a national of a British Commonwealth country who resides in Canada or Bermuda (See Appendix 15 for list of such countries) does not need a visa and does not need a passport unless he is returning from a visit outside the Mestern Hemisphere.

to enter the United States from Canada, even though not included in 8 CFR 212.1 may be admitted as a visitor for business or pleasure if in possession of a passport or certificate of identity, even though expired, containing evidence of "landed immigrant" status and a Canadian Border Crossing Identification Card placed in the passport or travel document by a United States Consular Officer in Canada. (See Appendix 16.)

- A visa and a passport are not required of a Mexican national who is in possession of a border crossing card on Form I-186 or I-586 (Appendix 17 or 17A) and is applying for admission as a temporary visitor for busimess or pleasure from contiguous territory: or is entering solely for the purpose of applying for a Mexican passport or other official Mexican document at a Mexican consular office on the United States side of the border. A visa is not required of a Mexican national who is in possession of a border crossing card and is applying for admission to the United States as a temporary visitor for business or pleasure from other than contiguous territory. A visa is not required of a Mexican national who is a crewman employed on an aircraft belonging to a Mexican company authorized to engage in commercial transportation into the United States.
- (3) A visa is not required of a British, French, or Netherlands national or a national of Grenada, Jamaica, Trinidad, and Tobago or Barbados who has his residence in British, French, or Netherlands territory located in the adjacent islands of the Caribbean area or in Grenada, Jamaica, Trinidad and Tobago or Barbados for admission and stay in Puerto Rico or the Virgin Islands of the United States, or as an agriculatural worker in the Inited States.
- (4) A visa and a passport are not required of a native and resident of the Trust Territory of the Pacific Islands who has proceeded in direct and continuous transit from the Trust Territory to the United States.

offical permission.

d. Passports and nonimmigrant visas presented by aliens not exempt from such requirements should be examined to determine that they have not expired and that the visa symbol relates to the alien's purpose of admission. The name in the passport, visa, and on the I-94 should correspond. Passports for A-1, A-2 C-2, G-1, G-2, G-3, and G-4's need be valid only to the date of application for admission; for the C-3, only for 30 days.

Passports generally must be valid for six months beyond the date to which the alien is admitted. The passports of many countries, through reciprocal agreement with the United States, are valid for six months beyond the actual expiration date. Countries with whom such agreements are presently in effect are listed near the front of the Service Lookout Book. The United States visa which is stamped on one of the visa pages of the passport specifies an expiration date and is valid only for the class of admission shown.

An alien who presents an expired passport containing a valid unexpired nonimmigrant visa, together with a new unexpired passport which contains no visa, can be considered as properly documented. Nonimmigrant visas are valid for application for admission to the U.S. during the period of time specified therein and may be for either a single entry or for multiple entries. Aliens who have been admitted with a single entry visa normally cannot be readmitted with the same visa. Nonimmigrant aliens of any classification may present an expired nonimmigrant visa and these visas may be considered as revalidated to the date of application for readmission to the United States if the following criteria are met:

(1) The alien has maintained his nonimmigrant status in the U.S. and is in possession of an Arrival-Departure Record (Form I-94) endorsed by the Immigration & Naturalization Service to show an unexpired period of initial admission or extension stay:

territory;

- (3) The alien intends to resume nonimmigrant status in the United States:
- (4) Alien who is applying for readmission within the authorized period of initial admission or extension of stay;
- (5) Aliens who are in possession of a valid passport; and
- (6) Aliens who do not require the authorization of their temporary admission into the United States under Section 212(d)(3) of the Immigration and Nationality Act. This section of law deals with watvers of grounds of inadmissibility.

A facsimile of a nonimmigrant visa which is placed in a passport by an American Consul is shown in Appedix 18.

3. EXCLUDABLE CLASSES OF ALIENS

The exclusion provisions of the Immigration and Nationality Act do not apply to citizens of the United States.

An alien found to be inadmissible must be referred to Immigration Secondary. Bear in mind that presentation of appropriate documents or exemption from the necessity for presenting such documents does not entitle any alien to enter the United States if he is excludable by law. Section 212(a) of the Immigration and Nationality Act lists excludable classes of aliens. A brief description of its parts follows to assist you in tentatively identifying an alien who may be within one of its grounds.

Of the thirty-three classes of excludable aliens listed in Section 212(a), twenty-two deal with classes of aliens who are considered personally undesirable. The first six of these are in Section 212(a)(1) through 212(a)(6) and relate to aliens who are physically or mentally deficient.

- .
- Aliens who are mentally retarded.
- (2) Aliens who are insane.
- (3) Aliens who have had one or more attackes of insanity.
- (4) Aliens who are afflicted with phychopathic personality, sexual deviation, or mental defect.
- (5) Aliens who are drug addicts or chronic alcoholics.
 - (6) Aliens who are afflicted with any dangerous disease.

The exclusion of aliens under the above paragraphs (1) through (6) can be only on the basis of a Class "A" certification by the Public Health Service or a doctor under contract to the Immigration Service.

The next five undesirable classes are based on economic reasons and are listed in Section 212(a)(7), (8), (14), (15), and (25).

ECONOMIC FACTORS

- (7) Aliens not in 212(a)(1) to 212(a)(6) who have a physical defect, disease, or disability that may be of such a nature as to affect the ability of the alien to earn a living, unless the alien establishes that he will not have to earn a living. The basis for exclusion on this ground is a Class "8" or "C" certification from the Public Health Service or a contract doctor once again.
- (8) Aliens who are paupers, professional beggars or vagrants.

A pauper is defined as a person dependent upon public funds for support and who in addition, by reason of mental or physical infirmity is unable or unwilling to work. Persons receiving pensions are not paupers because they are pensioners.

rapor on the charity of others.

(14) Aliens coming to work in the United States, unless the Secretary of Labor has certified that sufficient labor is not available in the U.S. at the place of the alien's destination to perform such work, and the admission of additional workers will not adversely affect wage and working conditions of workers in the U.S. who are similarly employed. Applies only to immigrant alien in the P-3, P-6, or NP-1 classes.

(15) Aliens likely to become a public charge.

An alien may be likely to become a public charge, a burden or expense to the community, if he lacks resources and is unable to work because of deformity, old age, or infancy and has no friends or relatives legally responsible for his support; or deaf mutism accompanied by ignorance and poverty, etc.

(25) Aliens who are illiterate, over 16 years of age, and physically capable of reading, who cannot read and understand some language or dialect.

Does not apply to nonimmigrant aliens; returning resident aliens, immigrants who are the grandparents, spouses, parents, or daughters or sons of a U.S. citizen, permanent resident alien or an admissible immigrant; or those fleeing religious persecution in the country of last residence.

The next six undesirable classes are based on criminal, immoral, or narcotics grounds as listed in 212(a)(9) through (13) and in Section 212(a)(23).

(9) Aliens who have committed a crime involving moral turpitude.

The alien must have either been convicted of such, admit the commission of such, or admit committing acts which constitute the essential elements of such.

A CIMT has been defined as a crime which is basically wrong, evil, deprayed, and offensive to society.

Examples of crimes which have been held to involve or not involve moral turpitude follow:

Do Involve Do Not Involve

Murder Involuntary manslaughter
Rane Fornication

Theft Taking of property without intent of permanently depriving owner of same.

Trespass

Burglary, breaking and entering with intent to commit a CIMT.

Perjury

False statement not under oath and/or not material to issue.

Blackmail or extortion

Sending threatening lette with no element of fraud or extortion involved.

There are exceptions to these grounds:

- Purely political offenses are excepted;
- b. Commission of a crime while under the age of 18 is exempted if five years have elapsed since commission of the crime or if confined, five years have elapsed since release from confinement:
- c. Commission of a misdemeanor classifiable as a petty offense is excepted if only one such offense is committed.

not exceed imprisonment for a period of six months or a fine of not more than \$500.00 or both, is a petty offense;

- d. An alien tried or treated as a juvenile by a juvenile court for the commission of a CIMT provided the offense was committed while the alien was under the age of 18, is excepted.
 - (10) Aliens who have been convicted of two or more offenses, regardless of whether the conviction was in a single trial or whether the offenses arose from a single scheme of misconduct and regardless of whether the offenses involved moral turpitude, for which the aggregate sentences to confinement actually imposed were five years or more.

The crimes do not have to involve moral turpitude, but, both conditions, two or more crimes and aggregate sentence to 5 years or more must be met.

IMMORAL GROUNDS

(11) Aliens who are polygamists or who practice polygamy or advocate the practice of polygamy.

Polygamy refers to the historical custom, local convention, and/or religious practice of having knowingly more than one spouse at the same time within the social structure of the country of which the alien is a resident, citizen, or national.

Bigamy is the act of ceremonially marrying one person when already legally married to another. This term is not synonymous with polygamy.

This ground is not applicable to nonimmigrant aliens.

(12) Aliens who are or were prostitutes, who are connected with prostitution or are coming to the U.S. to engage in other unlawful commercialized vice, whether or not related to prostitution. or women given to indiscriminate sexual intercourse for hire.

Gambling, except where legal, is an unlawful commercialized vice.

(13) Aliens coming to the U.S. to engage in any immoral sexual act. The primary purpose for coming must be to engage in such acts.

NARCOTIC GROUNDS

(23) Any alien who has been convicted of a violation or regulation relating to the illicit possession of or traffic in narcotics or marihuana or who you know or have reason to believe is or has been an illicit trafficker in narcotic drugs or marihuana

> Administrative fines under Customs' Laws are not considered a conviction for this exclusion ground.

> There must be either a conviction or reason to believe the person is a trafficker to sustain this charge.

The next three classes are found in Section 212(a)(27) through (29) and relate to subversives or aliens whose entry would be contrary to the best interests of the United States.

SUBVERSIVE AND POLITICALLY UNDESTRABLE ALIENS

- (27) Aliens who seek to enter the U.S. to engage in activities prejudicial to the public interest.
- (28) Aliens who are, or at any time have been, members of any of the following classes:
 - (a) Who are anarchists;
 - (b) Who advocate or teach, or who are members of or affiliated with any organization that advocates or teaches, opposition to all organized government;

- (c) Who are members or affiliated with the Communist Party;
- (d) Who advocate the economic international, and governmental doctrines of world communism;
- (e) Who are members of or affiliated with any organization during the time it is registered or required to be registered under the Subversive Activities Control Act of 1950.
- (f) Who advocate or teach or are members of or affiliated with any organization that advocates or teaches the overthrow by force, violence, or other unconstitutional means the Government of the U.S.:
- (g) Who are involved with printed material advocating Communism or the overthrow of the Government of the U.S.

There is an automatic waiver for this ground if it is determined that such membership was involuntary. This will normally be determined by the American Consular Officer and you will be alerted to this by the letter i following the visa classification. Example: B-2(i).

(29) Aliens who might engage in espionage, sabotage, public disorder, or in other subversive activity after entry.

The last of twenty-two personally undesirable classes of aliens are found in Section 212(a)(31) and (33). SMUGGLERS and NAZI PERSECUTION.

- (31) Any alien who at any time shall have, knowingly and for gain, encouraged, induced, assisted, abetted or ordered any other alien to enter or to try to enter the U.S. in violation of law.
 - All three elements must be shown: Knowingly; For gain; and in violation of law.

aspect.

(33) Aliens who engaged in persecution on the basis of race, religion, national origin, or political opinion under the direction of the Nazi Government of Germany.

The next five classes of aliens are excludable because of improper application for admission/ visa or manner of arrival and are found in Section 212(a)(16), (17), (18), (19) and (24).

- (16) Alien who has been excluded from the U.S. and who reapplies within one year of such exclusion, unless he has obtained permission to reapply for admission.
- (17) Aliens who have been arrested and deported, have fallen into distress and removed at Government expense, removed as alien enemies, or who have been removed at Government expense in lieu of deportation unless they have been outside the U.S. for at least five years or have obtained permission to reapply for admission.
- (18) Aliens who are stowaways.

All aliens are excludable pursuant to this ground, regardless of documentation or intent. Other than a returning resident alien, they do not actually go before an Immigration Judge for an exclusion hearing, but are ordered detained on board and a Form I-94 is prepared with the notation "Stowaway Refused Landing, 212(a)(18)" written in the Admission Ray.

(19) Any alien who seeks to procure, or who has sought to procure, or has procured a visa or other documentation or seeks to enter the U.S. by fraud, or by willfully misrepresenting a material fact.

This charge is broken down into two parts: (1) Procuring a visa or documentation; and (2) Seeking to enter by fraud or willfully misrepresenting a material fact.

The procuring aspect is both prospective as well as retrospective in nature.

The seeking to enter is strictly prospective in nature.

(24) Aliens seeking entry from foreign contiguous territory or adjacent islands after arriving there on nonsignatory transportation line, and who have not resided in that territory or island for at least two years.

> This section is not applicable to nonimmigrant aliens, returning resident aliens, or aliens born in the Western Hemisphere.

The next three grounds deal with improper documentation and are found in Section 212(a)(20)(21) and (26).

IMPROPER DOCUMENTATION

(20) Alien immigrants who at the time of application for admission do not have the proper documents.

This is the general exclusion ground for nonimmigrant violators or potential violators.

An example would be an alien applying as a visitor for pleasure (B-2) and you find evidence that he is actually coming to work illegally. This would be the ground that he'd be charged under.

- (21) A quota immigrant not properly charged.
 - Will probably never see this particular ground charged against an alien. The Immigration Judges normally use 212(a)(20).
- (26) Any nonimmigrant who is not in possession of a passport valid for a minimum of six months from the date of expiration of the initial period of admission or contemplated period of stay and authorizing him to enter some other country or who is not in possession of a valid nonimmigrant visa or border crossing card.

You must keep in mind that there are certain exceptions to the nonimmigrant visa and passport requirements as were listed on pages 16 and 17 of this quide.

deemed that they be on the books. They are found in Section 212(a)(22), (30), and (32).

INELIGIBLE TO CITIZENSHIP

(22) Aliens who are ineligible to citizenship or persons who have departed from or have remained outside the U.S. to avoid training or service in the armed forces in time of war or a period declared by the President to be a national emergency. except aliens who were at the time of departure nonimmigrant aliens and who seek reentry to the U.S. as nonimmigrants.

This section of law embraces those aliens who apply for exemption or discharge from training or service in the Armed Forces on the ground of alienage and who are relieved or discharged as a result of the application.

The application is made to their Draft Board and not to the Service.

ACCOMPANYING INADMISSIBLE ALIEN

(30) Any alien accompanying an alien who is ordered excluded and deported who is certified to be helpless from sickness or physical disability or infancy who needs guardianship or protection.

The idea behind this charge is the alien needs someone to take care of them, thus to save the Government money, the accompanying alien is excluded also to force them to take care of them on their trip back to where they came from.

MEDICAL GRADUATES

(32) Aliens who are graduates of a medical school not accredited by a body or bodies approved for that purpose by the Commissioner of Education and are coming to the U.S. principally to perform services as members of the medical profession, except such aliens who have passed Parts I and II of the National Board of Medical Examiners Examination (or equivalent examination such as the Visa Qualifying Examination normally called the V.Q.E.) and who are competent in oral and written English. This section set forth stricter standards for the admission of aliens who are foreign medical graduates and are coming to this country principally to perform services as members of the medical profession. These standards only apply to immigrants who are coming as Third Preference, Sixth Preference, Non Preference.

It is important to remember that diplomats and international organization nonimmigrants properly documented under classification A-1, A-2, C-2, C-3, G-1, G-2, G-3 or G-4 are exempt from practically all of the above exclusionary provisions.

All thirty-three paragraphs of Section 212 have been discussed in brief. It must be stressed that there are many exceptions, exemptions, and waivers that may be applicable in a given case. This is one reason that aliens who are thought to be excludable should be referred to an inspector of this Service. There are available to designated Immigration Inspectors Extension Training Program lessons that cover grounds of exclusion in more detail. These lessons and many others relating to primary inspection and the Immigration Laws may be obtained if you so desire. Your participation in this training program is encouraged. If you want more information about this training program, just talk to one of our inspectors and they will be able to help you out.

D. PRIVATE AIRCRAFT

Under a special procedure, a Form I-92A must be prepared for every private or company-owned aircraft, including rental and air-taxi aircraft, arriving from a foreign country (any plane not used to haul passengers or cargo for pay). The names and nationalities of the pilot and owner are recorded on the front of the form with names and immigration status of passengers listed on the reverse (See Aopendix 19).

E. DOCUMENT STAMPS AND ENDORSEMENTS

Extraordinary continuous care should be taken so that admission stamps, special inks and notations, and instructions relative to their use will never be accessible to unauthorized persons.

admission boxes and to place the admission stamp within the boxes.

When a Reentry Permit or Alien Registration Receipt Card is presented at an Airport or Seaport and an I-94 is needed for Manifest purposes, RP or ARC is placed in the Admission Box as the class admitted under. Additionally, the Alien Registration Number, called the "A" number is written in number 15.

If an order has been entered authorizing the temporary admission of an alien excludable under Section 212(a), you will either see a notation under the visa or the alien will have a Form I-192 (See Appendix 20) endorsed reflecting that a 212(d)(3) waiver has been granted. Ex: 212(d)(3):(9) waiving one crime involving moral turpitude. That exact notation will then be written in number 16. If there is a notation that no extension of stay or deviation from the itinerary shall be granted without prior approval of a specified office, the additional notation of the three letter alphabetical code for that office shall be added. Ex: 212(d)(3):(9) MAS.

For the H's, J-1, and L-1, in number 11, note the alien's contemplated occupation. Additionally, show the program number for the J-1, in number 14.

In the case of jockeys, trainers or grooms, whether in B or H status, write the occupation of the alien in number 11, and the name of the employer is noted in the U.S. address line (#5) if the alien has no other address.

If the alien's visa is noted "Prospective Student", write Prospective Student in number 16, under "waivers".

For nonimmigrant students, the name of the school the alien is going to attend is entered in number 12.

n the new I-94's (revised 1/1/83), use number 16 or waiver notation and whatever notation you feel sessential for INS use.

and G nonimmigrants on temporary assignment or unference attendance of 90 days or less will be lentified by the letters "(TDY)" on the visa ter the A or G Symbol. For such nonimmigrants, ace "TDY" after the D/S.

Dominican national issued a nonimmigrant visa the basis of his stated intention to visit terto Rico only will be identified by the letters R" on their visa immediately following the visa mbol. On the I-94, endorse "PR" in number 16, ider "waivers".

l endorsements of Form I-94 must be placed exactly specified to avoid covering or obliterating essenal information.

Iditionally, when completing these actions, you will need to also stamp the alien's passport, the Customs iclaration Form, and for students and Exchange Visitors, leir I-20 and IAP-66 respectively. Note the class and date to which admitted to. Return the pink copy of le IAP-66 to the J-1. For one entry visas, stamp on le same page as the visa, making sure not to obliterate may information on visa. The orginial (or "A" copy) the I-94 is given to the alien as evidence of alien legistration (stapled in his passport if one in required and the duplicate (or "B" copy) is retained for non-ministrant control.

PECIAL CLASSES OF ALIENS

Refugees

Refugees or persons seeking asylum in the U.S. These people will be referred to Secondary.

. American Indians Born in Canada

An American Indian born in Canada, commonly called North American Indians, possessing at least 50 per centum American Indian blood cannot be denied admission to the U.S. The burden of proof is on them to convince you that they are what they say they are. Normally they will have Tribal Card to substantiate their claim. Experience will also help you to identify them.

An alien presenting evidence that the Service has authorized in advance his Parole into the U.S. should be referred to Secondary. (See Appendix 21 for the form authorizing such.)



PART II - LAND BORDER INSPECTIONS

The primary differences between land border inspections and inspections at seaports and airports are in the requirements for visas and passports, manifest requirements, and nonimmigrant control. The following comments relate to classes of aliens most frequently encountered along the land borders.

A. MEXICAN LAND BORDER

Inspectors employed by all four inspection agencies (Immigration, Customs, Public Health and Plant Quarantine) at Mexican land border ports are formally designated in writing as "Excepted" inspectors by the other three agencies. Only inspectors who have been so designated may be assigned to primary inspection duties.

Inspectors designated, as above, perform primary inspection functions for all four inspection agencies—admitting those persons, vehicles, or things found eligible and referring those requiring more detailed examination to the appropriate agency for secondary inspection. Form I-443 (See Appendix 22) is used by officers of all agencies for making referrals to secondary inspection. Each inspector is also furnished a key to the abbreviations used on the referral form (See Appendix 22A for key to Abbreviations).

Immigration inspectors (Excepted at Mexican land border ports generally perform the following immigration functions:

- 1. Determine nationality and admit:
 - a. United States Citizens
 - Alien residents of the United States returning from a temporary visit abroad.
 - c. Alien "commuter workers" who present Form I-151 or I-551 and a commuter status card (I-178 see Appendix 23) and are maintaining commuter status.

(Procedures relating to this category of aliens are subject to change but you will be promptly informed of any changes.)

- The rightful holder of a Form I-186/I-586 (Nonresident Alien Mexican Border Crossing Gard) may, without additional documentation. be admitted as a B-1 or B-2 visitor for a neriod of not more than 72 hours to visit within 25 miles of the border. If he is being admitted for more than 72 hours to less than 15 days to visit within the States of Texas. New Mexico, Arizona or California. the inspector should issue him a Form I-444. (See Appendix 24 and 24A). If the Form I-186/ I-586 holder is being admitted at the Mexican border for a visit of more than 15 days or to proceed anywhere other than the four border states named above. Form I-94 must be issued. Form I-94 must also be issued whenever the rightful holder of a Form I-186/I-586 is admitted at any port other than a Mexican border port. However, if the holder has been in any country other than the United States or Canada since leaving Mexico he must present a valid passport as well as the Form I-186/I-586. There are no restrictions with respect to the other visa and passport waivers granted Mexican nationals.
- e. Refer all aliens, other than as above, to immigration secondary for additional interrogation and/or documentation. Note particularly that holders of Forms I-186/I-586 who desire to visit in the United States in excess of 72 hours or are proceeding more than 25 miles beyong the Mexican border must be furnished a Form I-444 or I-94, depending on the circumstances, before being allowed to enter.

The above list is not all inclusive since immigration inspectors (Excepted) at some border ports also perform a limited range of immigration secondary functions. However, you will be instructe by the Service officer in charge at the port if you are designat to perform such functions. That officer will also inform you as to the primary inspection standards expected by the Service of inspectors from other agencies.

Primary inspection standards for Public Health, Customs, and Plant Quarantine are set by the supervisors of each of those agencies. Such standards may vary among ports and may change from time to time, as do Service procedures, to cope with changing enforcement problems. Supervisory personnel of each agency give indoctrination courses to personnel of the other agencies and keep them supplied with current instructions.

ANADIAN LAND BORDER

- 1. The visa waiver, and the passport waiver where applicable, for Canadian citizens and British subjects residing in Canada and Bermuda are in effect regardless of where they apply for admission to the United States. When the passport requirement is waived, there is no law or regulation requiring them to produce documentary evidence of citizenship to gain admission to the United States but they will usually have one or more of the following in their possession:
 - a. A Canadian or British passport, whether valid or expired. As used here, "British Passport" refers to a passport issued by any country which is a member of the British Commonwealth. Each such passport should bear the imprint of a Canadian Immigration stamp showing the holder's admission into Canada as a "Landed Immigrant (L.I.)". It should be noted that Canada issues a "Certificate of Identity" which is not evidence that the holder is a Canadian citizen.
 - b. Canadian or British birth certificates
 - c. Baptismal certificate showing birth in Canada and baptism within a short time thereafter
 - d. Canadian Certificate of Citizenship which may be issued to any Canadian whether native-born or naturalized.
- A Border Crossing Card (Form I-185), issued by the Service to a Canadian national or British national residing in Canada, is merely to identify the holder so admission may be facilitated, since passport and visa are waived.
- 3. Form I-94 is required for nonimmigrant control purposes in the cases of many aliens who enter at land border ports. Multiple entry Forms I-94 are also issued to some aliens residing in Canada and Mexico but this procedure will be personally explained to you, if you are involved with the procedure at your port of duty.

4. An alien (other than a Canadian or British subject) who has been lawfully admitted to Canada as a "Landed Immigrant" may be issued a non-resident Canadian Border Crossing Identification Card which consists of a stamp placed in the alien's passport or travel document by a United States Consular officer in Canada (See Appendix 16).

An alien applicant for admission presenting a Canadian Border Crossing Identification Card is processed at a port of entry as though presenting a B-I or B-2 nonimmigrant visa. He may present a passport issued by the country of his nationality, whether valid or expired, if the passport contains evidence of his status as landed immigrant in Canada. In lieu of a passport he may present a Canadian Certificate of Identity.

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any person not a citizen or national of the United States

the status of having been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the immigration laws, such status not having changed.

a person owing permanent allegiance to a state.

(A) a citizen of the United States, or (B) a person who though not a citizen of the United States, owes permanent allegiance to the United States.

the conferring of nationality of a state upon a person after birth, by any means whatsoever.

American Samoa and Swains Island

the place of general abode; the place of general abode of a person means his principal, actual dwelling place in fact, without regard to intent.

the continental United States, Alaska, Hawaii, Puerto Rico, Guam, and the Virgin Islands of the United States.

has reference to the application for admission into the United States and not to the application for the issuance of an immigrant or nonimmigrant visa.

DEFINITION

an unmarried person under 21 years of age who is:

- (A) a legitimate child, or
- (B) a stepchild provided that the child was under 18 years of age at the time that the marriage creating the stepchild status occured, or:
- (C) a legitimate child provided that the child was legitimated while under 18 years of age and while in legal custody
- of the legitimating parent, or; (D) an illegitimate child (has only one possible parent, the mother) or:
- (E) a child adopted while under 16 years of age who has resided since adoption in the legal custody of the adopting parents
- for at least 2 years or; (F) an orphan, under 16 years of age, who has been adopted abroad by a U.S. citizen or has an immediate relative visa petition submitted in his/her behalf and is coming to the U.S. for adoption by a

means an alien from whom another alien derives a privilege or status under

U.S. citizen.

the laws or regulations.

pal alien"

ited"

as used in section 101(a)(15)(A). 101(a)(15)(G) and 212(d)(8) of the Act, refers to an alien who holds an official position, other than an honorary official position, with the government or international organization he represents, and who is in possession of a travel document or other evidence showing that he seeks to enter, or pass in transit through the United States for the purpose of transacting official business for that government or international organization.

GENERAL INFORMATION

The "Elliptical" background, used in the majority of Service documents, is formed by the words "United States" as the upper portion of an arc, "Of America" through the middle and "United States" repeated to form the bottom of the ellipse.

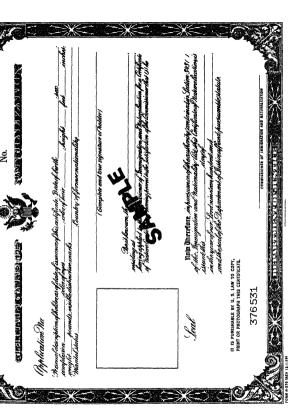
Alterations

Photo substitution and changed year of birth are the alterations most frequestly encountered. Others may include sex and given name. Numbers are exchanged between areas or between cards or otherwise altered to have the identity data more nearly describe the fraudulent user. Check particularly the identity data and photo for evidence of substitution, erasures, use of eradicators (which bleach the background) or cuts in the plastic.

Fluorescence

Some papers react differently under ultraviolet light: Some fluoresce bright blue, some remain neutral, and others will reflect the purple of the light similarly. The papers on which photographs are printed sometimes fluoresce bright blue. Quite often a photo superimposed over one which fluoresces will not cover completely and a fluorescent glow will appear around the photograph.

Fluorescence, other than as specified in this chart, should be noted as evidence of counterfeit or altered documents. Variations in fluorescence on a document can indicate substituted data or erasures, of the use of eradicators, solvents, water, glue, etc.



FORM 1-197





No.

CARD OF IDENTITY AND REGISTRATION



FOREIGN SERVICE of the UNITED STATES OF AMERICA

American Poreign Service Form No. 225-A Established April 1843 AMERICA!	N FOREIGN SERVICE
CARD OF IDE	ENTITY AND REGISTRATION
This document is not	a passport. It is issued only for local
use. It is valid until	
This is to certify that whose photograph, description registered in this office as a cit	, and signature appear hereinafter is currently izen of the United States of America.
	of the United States of America
	(Date)
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	PERSONAL DESCRIPTION
	Place of birth
Photograph	Date of birth
(The consular rubber	Occupation
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	Distinctive marks

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			CITY AND COUNTRY	OF BIRTH	1				MO-DAY-YR OF BIRTH	
			CITY AND COUNTRY	OF LAST	RESIDEN	CE			NATIONALITY	
			MARITAL STATUS		OTHER'S	FIRST NAME		FATHE	R'S FIRST NAME	
FINAL ADDRESS IN THE UNITED STATES	STREET A	DDBESS, INCLUD	E-IN CARE OF & APT#		CABLE	CITY, STATE, AN	D ZIP CODI	, IF A	VAILABLE	
SEC. 212(a)(14) LABOR CERTIFICA	TION [NOT APPLICABLE	E NOT REQUIRED		TACHED	OCCUPATION				SEX
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APPENDIX 5

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UNITED STATES DEPARTMENT OF JUSTICE

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Immigration and Naturalization Service

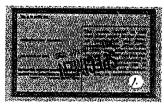


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THE UNITED STATES

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FORM 1-151



ALIEN REGISTRATION RECEIPT CARD

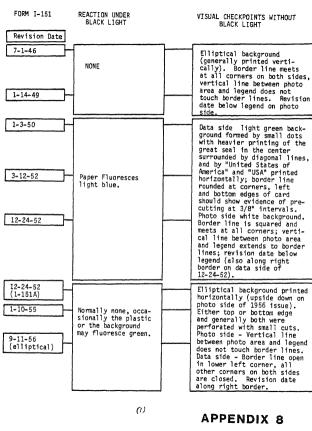
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FORM 1-551



specimen



FORM I-151	REACTION UNDER BLACK LIGHT	VISUAL CHECKPOINTS WITHOUT BLACK LIGHT
9-11-56 (basketwoven)	NONE	Same as above except back- ground is olive green basketweave design, some- times faint on one side.
9-16-57	Generally yellow glow beside printing (not typing) occasionally none or entire background yellow.	Elliptical background printed horizontally on both sides. Generally laminated in soft plastic with dense wav/y-line grid and eight-sided frame over photograph. Border line meets at all corners. Either top or bottom edge and generally both were perforated with small cuts photo side thin vertical line between photo and legend extends to border lines. Data side - Revision date along right border.
11-1-59	The entire back- ground appears yel- low with faint purple or blue entwined	Background faint yellow small round perforations along top and bottom edges. Photo side - Sunburst effect from entwined "US" in center of legend (blue); "I&MS" perforated through card. Partly through photograph; wayy-line grid over photo in soft plastic. Data side - Service Seal in center from which radiates fish-net design (blue); fine line outside border meets at all corners; revision date along left border.
6-1-64	or Dive entwined small hearts.	Similar to 1959 issue except that rearranged legends and borders are printed in blue. In addition: Data side fine line outside border is open at the lower left corner. Photo side - The first small "t' in the word "Attorney" (the second word in the second word in the second line of the second paragraph) does not have the lower curve; the quotation marks around "A" in the last line are upside down: Revision date above legend.

(2)

APPENDIY 9

Revision Date

Data side - background of many small overlapping blue circles. Fine line outside border is open at the lower left corner. Photo side background of "U.S. Immigration and Naturalization Service" repeated horizon-An invisible printing tally. The first small "T" in the word "Attorney" (the on the data side of 9-1-65 the Service Seal sursecond word in the second line rounded by "U.S. Imof the second paragraph) does not have the lower curve. The migration and Naturalization Service" quotation marks around "A" in other printing fluothe last line are upside down resce a bright green-Revision date above legend. ish-blue (except 7-1-68). 7-1-68 No fluorescence on Data side - Background of the photo side. many small overlapping blue 5-1-69 circles. Fine line outside border is open at the lower left corner. Photo side -Background of "U.S. Immigration and Naturalization Service" repeated horizontally. Only one paragraph. The quotation marks around "A" in the last line are unside down: Revision date above legend. Photo side. An invis-Photo side. The space between "day" and "yr" in ible printing of the Service Seal surthe date of admission area rounded by "U.S. Imis greater than the space migration and Natubetween these words in the ralization Service" date of birth area. 7-1-72 line outside border does fluoresces blue-white. The border and other not meet at lower left printing fluoresces corner. Legend side the blue. Legend side letter "I" in the word No fluorescence. "Immigration" in approximately the center of the fourth line is not dotted.

Note: Forms I-151 of Aliens arriving on or after 1-1-65 and duplicate cards issued after that date have Nationality Code in lower left corner on the data side.

I-184				I-184 - Buff color elliptical background.
I-185		Fluorescence varies after lamination. Sometimes background		I-185 - Pink intertwined "W" in circles.
I-179		fluoresces. More often a glow appears near printing.		I-179 - Blue elliptical background. Card number in red on photo side. All border corners closed on both sides.
I-197				I-197 - Green elliptical background. Card number in black on photo side. All border corners closed on both sides.
I-179 (1-1-73)	<u> </u>	Continuous blue-green fluorescent legend on the data side "U.S. Immigration and Naturalization Service" with Service Seals		Green-orange divergent spiral background with green printing and borders. Card number in red on photo side. All border corners closed on both
I-197 (1-1-73)		superimposed. Sertal number on the photo side fluoresces red.		sides (I-197 only) Photo side. The next to the last line has a period missing after the letter "U" in "U.S.". (I-179 only) Data side - the loop on the letter "G" is not complete in the word "Immigration". First word, second line. The first lower case "i" in the word "Immigration" on the bottom line is not dotted.
I-186 (11-1-56)		Fluorescence varies after lamination. Sometimes background fluoresces. More often		I-186 (11-1-56) - Blue background made up of fine intertwined loops. Card number is red on reverse.
		a glow appears near printing.		-
I-186 (9-1-65)	-	No built-in fluorescent design. Card has an overall light blue fluorescence.	-	Legend side - Background continuous buff color printing of "U.S. Immigra- tion and Naturalization
I-186 (11-1-65)	8A	Sharp yellow fluo- rescense revealing "U.S. Immigration and Naturalization Service" in a continuous legend across the photo side. Portions of the Service Seal should also be visible.		Service" in gothic type (without serif). Card number in red. Revision date in lower left corner written 9-1-65. Photo side - Photo on right half. 9-1-65 is is buff color dot background. 11-1-65 is salmon pink color dot background.

186 -1-66)	Continuous blue- white fluorescent legend on the photo	Legend side - Background contin- uous buff color printing of "U.: Immigration and Naturalization
186 -1-69	side reading "U.S. Immigration and Natu- ralization Service"	Service" in gothic type (without serif). Red border added. This line outside border does not
186 -1-72)	ralization service with Service Seal superimposed.	meet at lower left corner. Rev- sion date in upper left corner written 8-1-66, 3-1-69 and 6-1- Photo side. Photo on left half Card number in red in lower rigl corner. 8-1-66 is salmon pink dot background with expiration date 3-1-69 and 6-1-72 is buff color dot background. Valld until revoked. The lower portic of the loop in the "R" in the word "birth" does not come back to the vertical portion of the letter.
entry Permit	Moire background printing - yellow map of the U.S greenish yellow. Paper reflects purple.	Department of Justice Seal Water mark.
571 -1-73)	The two paper inserts are fluorescent. This is the only fluorescent feature incorporated in the document.	The shield in the INS Seal on pages 5, 13, 14 and 16 have three lines verses four lines which appear in the shields on the other pages. The olive branch on these pages has one leaf missing directly opposite the letters "Q" and "U" in the word "QUI". Each page of the document is printed so that any erasures or alterations by chem cal or other means can be readidetected.
\$ 51	Fluorescence is not an identification checkpoint.	Salmon-colored fine lines radi- ate from the insignia and cover the entire front except the fingerprint area and the pastel blue band. In the upper left corner, a distinct break is
APF	PENDIX 8A	found in one of the salmon- colored lines. The rope outlin of the insignia has an opposite braid from the Sonyies decised

I-586 Florescence is not an identification checkpoint.

Fine blue lines radiate from 1 insignia and cover the entire front except the stripe surrou ing the words "U.S. Department Justice - Immigration and Natu lization Service", the insigni or the fingerprint area. In t space between the insignia and fingerprint box, three distinct breaks are found in the blue They flow to the gold stripes surrounding the words "U.S. De ment of Justice - Immigration Naturalization Service" and to nate at points where they begin to flow into (but not through) bottom stripe. They will flow into the lines which form the bottom and left sides of the fingerprint box but do not ent the lines on the right side or top of the box. The rope out? of the insignia has an opposit braid from the Service insign

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UNITED STATES OF AMERICA

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is not valid for travel to, in or through any of the I

CLASSIFICATION SYMBOLS OF ARRIVING ALIENS

AND

MAXIMUM PERIOD OF ADMISSION

CLASS	SYMBOL	MAXIMUM ADMISSION
Ambassador, public minister, career diplomat or consular officer and members of immediate family	A-1	Duration of Status "D/S"
Other Foreign Government officials or employee and members of immediate family	A-2	D/S
Attendant, servant, or personal employee of A-1 or A-2 and members of immediate family	A-3	One Year
Visitor for business	B-1	One Year
Visitor for pleasure	B-2	One Year
Alien in transit through the United States	C-1	29 Days
Alien in transit to U.N. Headquarters	C-2	D/S
Foreign Government official, members of immediate family, attendant, servant, or personal employee in transit through the United States	C-3	29 Days
Transit without visa	TWOV	8 Hours
Crewman (Airman or Seaman) departing on same airline or vessel	D-1	Time vessel in port not to exceed 29 days
Crewman departing on vessel other than one he arrived on. Airman departing on different airline from the one on which he arrived.	D-2	Not to exceed 29 days from date of arrival.
Treaty trader, spouse and children	E-1	One Year

(1)

APPENDIX 10

Spouse or child of student	F-2	Same date as the student
Principal resident representative of recognized foreign member government to international organization, his staff, and members of immediate family	G-1	D/S
Other representatives of recognized foreign member government to international organiza- tion and members of immediate family	G-2	p/s
Representative of non- recognized or nonmember foreign government to international organiza- tion and members of immediate family.	G-3	D/S
International organiza- tion officer or employee and members of immediate family	G-4	D/S
Attendant, servant, or personal employee of G-1, G-2, G-3, or G-4 and members of immediate family	G-5	One Year
Temporary worker of distinguished merit and ability	H-1	Up to one ye not to exce validity of petition
Temporary worker performing services unavailable in the U.S.	H-2	Up to one y not to exce validity of petition
		APPEND

SYMBOL

E-2

F-1

CLASS

Students

Treaty investor, spouse and children

MAXIMUM ADMISS

Actual time to complete cours

One Year

<u> </u>		not to exceed validity of visa
e or child of classified H-2, or H-3	н-4	Up to one year to coincide with admission of H-1 H-2, or H-3
sentative of eign Information , spouse and ren	I	One year
nge Visitor	J-1	Up to one year, not to exceed date on IAP-66
e or child of nge visitor	J-2	Up to one year to coincide with admission of J-1
e or fiancee of . citizen	K-1	90 Days
of an alien ified as a K-1	K-2	90 Days
-Company Transferee	L-1	Up to three years, not to exceed validity of visa petition.
e or child of classified as	L-2	Up to three years to coincide with L-1
ional student not nguage training am	M-1	Regulations not yet published.
e or child of ional student	M-2	Regulations not yet published.
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Department of Justice		
Washington, D. C. 20535		DATE
		PREPARED BY (person, office)
Section 101 (a) 15 (G) of the immig	gration and Mationality Act.	provisions of Section 101 (a) 15 (A) or
FAMILY NAME (Capital Letters)	First Name	Middle (nitte)
COUNTRY OF CITIZENSHIP		
UNITED STATES ADDRESS (Number, Street	at, City, State, Zip Cade)	
AIRLINE AND FLIGHT NO. OF VESSEL	OF ARRIVAL	
Number, Street, City, Province (State) and	Country of PERMANENT RESIDENCE	
BIRTH DATE	BIRTH PLACE	
DATE AND PLACE OF ADMISSION		
PURPOSE AND LENGTH OF ADMISSION		
DESTINATION		
Other agencies are requested to fu	raish any derogatory subversive inform	nation regarding this allen to the F. B. I
ec: CIA		Commissioner
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instructions: Any handwritten entries shall be in block capital letters. All Spanish earnes shall be hyphonated with i

Form 1 – 57 (Rev. 10 - 20 - 76) Y

on PAGE 4	Under Section 101 (a) (1)	5) (F) (i) of the Immi	gration and National	ty Act
1. My full name	Is: (Family name), (Given name)	e) (Middle name)	2. My anticipated stay I	s (months or years):
3, My education	al objective is:	4. My passport was i	stued by Icountry): ME n it is: 5689	x100
5. I am financial (State source	ly able to support myself for the entire and amount of support—Documentary	period of my stay in the Un avidence of meens of actual:	support must be attached to	full course of study, by: o this form): Fads F, F Affach a (Country)
Sacre	Heart Academy	Id. Acura	Loah.	Mexico
7. My major field	of studies was:		8. I completed those str	udies on: (Date)
9. The person me (Name):	ost closely related to me who lives OUT	(Relationship):	(Address) 5 de	Mayo 116 Cook Mexico
(Family same	ost closely related to me who lives IN t	he United States is: (If you i		give the name of a friend.)
	READ CAREFULLY, and be	sure that you underst	and the following, b	afore signing below:
	will present an 1-20 from that school	to the issuing Consular office	to neve that school specific	ed in my vies.
B. EMPLOYMENT	i am not permitted to work off-camp immigration and Naturalization Servi application must be based on financia alien spouse or child (F-2 Classification			ion to do so from the to work (on Form I-538), M to obtain practical training, I
PERIOD OF STAY	I am permitted to remain in the Unite pessport which is valid for a period of than authorized on my Form I-94, un extension. To get an extension, i mus stay while the application is being pro	no less than 5 months, unlet liess I apply to the immigrati t apply between 15 and 60 d seased and if it is approved,	s exempt from passport rec on and Naturalization Servi eys before the date that my until the expiration of the e	co (On Form I-538) for an rauthorized stay expires, I m extension,
D. NOTICE OF ADDRESS	Each year I am In the United States or address to the immigration and Natur Regardless of whether I move, I must reports are available at any United Sta	n the first day of January, 1 : alization Service, 1 must also file a notice of my address e stes Immigration Office or Po	must submit, by the 31st da send a notice within 10 day very 3 months, (The forms a st Office,)	ly of January, a notice of my /s after any change of addres to be used to make each of t
E. ARRIVAL/ DEPARTURE	When I depart from the United States steamship or airline If I leave via a sea or to a United States Immigration Off United States from Mexico or Canada	i, Ì must give my "Arrival-De port or airport, to a Cenadiai licer if I leava across the Max , or from adjacent lalands otl	parture Record" (Form I-94 I Immigration Officer If I is ican border, However, I ma her then Cube, If I-return to	I) to a representative of the ave across the Canadian bord y keep my I-94 for reentering the U.S., within 30 days.
F. SCHOOL TRANSFER	I may remain in the United States on to transfer to another school, I must is submitted to the Immigration and Na- transfer. A Form I-20, completed by the denied if I have not taken a full co- to do so was beyond my control or w	the school to which I wish to urse of study at the school I	tudy at a specified school, is not be granted permission to wing jurisdiction over the so transfer, must be with my was lest authorized to atten	f, after being admitted, I was o do so. The application mus shool from which I wish to application. My application id, unless I establish that falls
G. RE-ENTRY	If I want to reenter the United States following: (1) A valid student visa, unbeyond the period of readmission, uni-20B. (Only the "A" copy of Formicontinue studies at the school which to	nless I am exempt from vise r less I am exempt from passox -20 is required if I am return	equirements; (2) a passport ort requirements; and (3) a ing from a temporary absen	valid for at least 6 months current copy of Form I-20A ce from the United States, to
H. PENALTY	If I do not register at the school name less then a full course of study, or acc the United States.	d in my "Arrivai-Departure f ept unauthorized employme	Record" (Form 1-94), or if i nt, i fail to maintain my sta	stop attending school, or ta turend mey hardoported fro
needed to determ school to report if full course of stu- school. The scho information on a i CERTIFY th knowledge, I sent course of study a	E the named school, and any scho- ine if I am maintaining the lawful to the immigration and Naturalize by, or to attend classes to the exta- ol is authorized to provide the Ser- regular basis or upon request. at all information provided on thi lify that I seak to enter or remain the school named on Pags I of it omply with the above surms and v	status in which I was add tion Service if I fail to re- int required, or if I becon- vice with my name, coun- is form refers specifically in the United States temp his form.	nitted to the United Sta gister within 60 days of ne employed and/or teri try of birth, current add to me and is true and co corarily, and solely for t	ntes. I further outhorize the time expected, to car minate expendence at the dress and any owner directorrect to the best of my the purpose of pursuing a
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Signature of Parent Student is under 18	or Guardian If (Relationship)	Address (City)	(State or Province)	(Country) (Date)

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7. The strictural is less become available and address in the filter of financial	m, on (date)
	the same of
Street address, State, State	Zip Code
The student departed, or plans to depart, from the United States Date of departure Port of depart Name of ship, siriline, or transportation company	as follows:
4. The student's permanent residence abroad is: (In care of	}
Street address	Apartment number
City or town Province or State	Country
5. Remarks:	
Signature of School Official Title	
3 (REV. 2/14/61)Y (3)	Date Issued AVPENION

The law provides severe penalties for knowingly and willfully falsifying or concealing any material fact in filling out this f

Failure to comply with 8 CFR 214.3 (k) may subject you and your school to criminal prosecution. If you issue this form improperly, provide false information, or fail to submit required reports, the immigration and

Naturalization Service may withdraw its approval of your school for attendance by nonimmigrant students.

your school.

PASSPORT.

INSTRUCTIONS TO THE SCHOOL

A. To complete Page 1 (Form I-20A) for any alien you have accepted for a full course of study in your school, if that pe 1. Intends to apply for admission to the United States as a nonimmigrant under Section 101 (a) (15) (F) (i) of the

4. Is in the United States (F-1 or F-2 Classification), and taking a temporary leave of absence from the United States

in English, contact the Cultural Affairs Officer at the Embassy of the student's country.

2. Is in the United States as an F-1 nonimmigrant and has applied for a transfer to your school; or 3. Is in the United States and will apply to change his/her nonimmigrant classification to F-1; or

Immigration and Nationality Act (F-1 Classification).

5. Has a spouse or children who wish to acquire nonimmigrant (F-2) classification. When issuing Form I-20A for the of a spouse or minor children, the school need not fill in items 2 and 3. The rest of Page 1 should show the name and personal data relating to the student. In this instance, Form I-208 and the carbon interleaf should be destroy

1. Is able to pay all expenses incurred (and those of any dependents with the student) while in the United States. 2. Meets all requirements for admission to your school. If you want assistance in determining the student's proficier

IT IS VOUR RESPONSIBILITY.

C. To be sure each Page 1 (Form I-20A) is signed and issued in the United States by an AUTHORIZED OFFICIAL of

D. To remove the carbon sheet, and provide the student with all pages of this form. E. To provide the student with a Page 1 (Form I-20A) for dependents to use in acquiring F-2 nonimmigrant status. In this case destroy the other pages of the form.

F. To provide the student with a Page 1 (Form I-20A) when leaving the United States for a temporary absence, if the student will be enrolled in your school immediately after reentry. In this case destroy the other pages of the form. G. To retain all evidence which shows the scholastic ability and financial status on which admission was based, as long a

the student is attending your school.

B. To establish that any student to whom you issue this form:

H. To complete Page 3 (Form I-20B) and forward it to the Immigration and Naturalization Service office with jurisdicti over your school, if the student: 1. Does not register for a full course of study; or

4. Terminates attendance at your school for any reason.

2. Does not maintain a full course of study; or

INSTRUCTIONS TO THE STUDENT

The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false

3. Does not attend classes often enough to meet the requirements of the school; or

document, in the submission of this form,

Fill in ONLY pages 2 and 5 of this form. Remove and keep page 5 for your records.

IF YOU ARE APPLYING FOR:

A. Admission to the United States, give this form (1-20A and 1-20B) to the American Consular Office at the time you a

for a visa (unless you are exempt from visa requirements), and to the Immigration Officer when you arrive in the Un States, If you are exempt from visa requirements, and are applying for admission to the United States for the first the

as an F-1 student, give the Immigration Officer evidence of your ability to support yourself while oursuing a full cou of study (see Item 5, Page 2, of I-20A). Reentry as an F-1 student, after a temporary absence from the United States, to continue attending the same school.

present a current I-20A to the immigration inspector at the time of re-entry (see Item 11G, Page 2, of I-20A). C. A transfer to another School (or for a transfer and an extension of stay), mail or bring the following to the office of

Immigration and Naturalization Service having jurisdiction over the school from which you wish to transfer Form I-20A and I-20B, "Certificate of Eligibility for Nonimmigrant (F-1) Student Status" (this form; and-

2. Form I-538, "Application by Nonimmigrant Student (F-1) for Extension of Stay, School Transfer or Permission to Accept or Continue Employment"; and

3. Form I-94, "Arrival-Departure Record", if the I-94 is attached to your passport, remove it. DO NOT SEND YOU PASSPORT. D. Change to Nonimmigrant Student Status, from any other status, mail or bring the following to the office of the

Immigration and Naturalization Service having jurisdiction in the area where you live: 1. Form I-20A and I-20B, "Certificate of Eligibility for Nonimmigrant (F-1) Student Status" (this form); and Form 1-506, "Application for Change of Nonimmigrant Status", and 3. Form I-94, "Arrival-Departure Record". If the I-94 is attached to your passport, remove it. DO NOT SEND YOL

U	Officer Section for (a) (15) (Litti or nia rummilia	anon and regional	LY AUL
1. My full name is:	(Family name) (Given name)	(Middle nama)	2. My anticipated stay i	e (months or years):
3. My educational ob (Degree or certific	ate sought:	4. My passport was less and the number on	ued by (country): AL	KICO
5, I am financially ab (State source and a	ole to support myself for the entire perior mount of support—Documentary evidence of STAPAN (1855)	od of my stay in the Units ence of means of actual su	d States while pursuing a	full course of study, in this form):
6. I last attended (Na		d. ALLINA	(State)	Mexico
7. My major field of s	studies was:		8. I completed those stu	
9. The person most of (Name):	losely related to me who lives OLTSID	E the United States is	(Address):	Mara 116
Est	eban Merene	(Rejetiopship):	Saltillo.	cak. AKK
(Family name):	losely related to me who lives IN the Un (Given name): (Middle name):	(Relationship):	(Address):	give the name of a tri
11. PLEASE REA	D CAREFULLY, and be sur	that you understan	nd the following, be	fore signing bek
******	am applying for entry to the United St to attend the school specified in that present an I-20 from that school to th			G (1.7 1.1.7) T 1.1.04
	n not permitted to work off-campus or nigration and Naturelization Service, 14 lication must be based on financial nee n apouse or child (F-2 Classification) π			on to do so from the to work (on Form I-5 o obtain practical trai
PERIOD Period that	n permitted to remain in the United St sport which is valid for a period of no I n authorized on my Form 194, unless praion. To get an extension, I must app y while the application is being process	ess than 6 months, unless in apply to the Immigration of between 15 and 60 day	exempt from passport required and Naturalization Services before the date that my	uirements. I may not s (On Form I-538) fo authorized stay expir
NOTICE OF MI	h year I am in the United States on the ress to the immigration and Naturaliza arcless of whether I move, I must file orts are available at any United States	tion Service. I must also se	and a notice within 10 day	s after any change of
ARRIVAL/ Stee	en I depart from the United States, I m emship or airlinu if I leave via a sesport to a United States Immigration Officer ited States from Mexico or Canada, or	or sirport, to a Canadian I	mmigration Officer If I lea	we across the Canadia
TRANSFER transfer to co	ay remain in the United States only to ransfer to another school, in must first mitted to the immigration and Netura safer. A Form 1-20, completed by the sidenied if I have not taken a full cound do so was beyond my control or was or	chool to which I wish to to of study at the school I we therwise justified.	ing jurisdiction over the sc ransfer, must be with my a as last authorized to attend	nooi from which I wi ipplication. My applic d, unless I establish th
G. If I RE-ENTRY foll bey 1-20 con	want to reenter the United States as a lowing: (1) A valid student vies, unless rond the period of readmission, unless 3B, (Only the "A" copy of Form I-20 I trinue studies at the school which the I	nonimmigrant student, aft il am exempt from vise red il am exempt from passpor is required if il am returnin mmigration and Naturaliza	ter a temporary absence,) quirements; (2) a passport t requirements; and (3) a c g from a temporary absenc trion Service last authorize	must be in possession valid for at least 6 mo surrent copy of Form a from the United St id me to attend.)
DESIAL TO LOS	do not register at the school named in than a full course of study, or accept United States.	my "Arrival-Departure Re unauthorized amployment	ecord" (Form 1-94), or if 1 , I fall to maintain my stat	stop attending school us and may be depon
needed to determine school to report to ti full course of study, school. The school is information on a reg I CERTIFY that :	ne named school, and any school t if I am maintaining the lawful sta in I am maintaining the lawful sta or to attend classes to the axtent a authorized to provide the Sexual laker basis or upon request. all information provided on this fo that I seek to enter or remain in t	tus in which I was adm in Service if I fail to regi required, or If I become a with my name, counts from refers specifically to	itted to the United States within 60 days of 1 as employed and/or term by of birth, current add to me and is true and co	tes. I further autho the time expected, ninsts attendance a ress, and any other wrect to the best of
course of study at th	e school named on Page 1 of this ply with the above terms and with	form.		
Alle	Moring Kon	es Saltel	Leil Mil	4 9/2
Signature of Student	TA TA	ddress (City) (5	State or Province)	(Country)
Signature of Parent or C Student is under 18 year	Guardian if (Relationship) A	ddress (City) (5	State or Province)	(Country) (



DMB-109-R0017	INTERNATIONAL COM	MUNICATION AGEN	CY TURAL	AFFARS	1107	7500
CERTIFICAT	E OF ELIGIBILITY FOR	EXCHANGE VISITOR	(1-1) 51	ATUS	A127	336
PART 1 — IT S	HEREBY CERTIFIED THAT:					
VI-SAWASLI	Abdel-Kader		X mar	THE PURPOSI	E OF THIS FO)RM IS TO
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us mon International Service	s, Mayne State (Hiversity, Dec	higen	48202		
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A program of Wayne State	University to	provide course	s of a	study, t	eaching	;, lec
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and research conducted in professors, research sol	by the Universit	y, for qualifi sts and interm	ec Ioz	reign sv Li visit	ors. to	reac Dron
the general interests of	international	exchange.			,	, ,
3. This form govers the bened from 6 1	.81 _{.0} 6 1 .82	(one year maximum.)				
If this form is for family travel or replaces a lost family	(Yr.) INc. IDer: (Yr.	change vestor's 184 is				
4. The category of this visitor is 1 () Student, 2 () T	1/ \? 4/ \P	5.7. Berry Sc				
	, and the specific educational					
Code No. 2410 vergely described as	Post-doct	orel research	in Phy	siology		
	SAM	IDI E				
	SAIV					
a. () The Program Sponsor in norm 2 above	ed that the following linerical s	support (in U.S. 12) will be pro	owided to th	ns exchange va	pror by:	
Firenest support from promisings other than the :	norsor will be provided by on	or more of the following:				
b. () U.S. Government Agencyrists:				(Agency C	oda), \$	
c1. () Internetional Organization(s):	lins. Org. Codel,	د. حــــــــــ عـــ		(int. Org. 0		
d. () The Exchange Vartor's Government e. () The brustional Commission of the visitor's C	'outoma			for funding	ery, use show by multiple	U.S.
() All other organizations providing support		<u> </u>		Agencies (or Ind. Organo	(SNOOM)
g. (X) Personal funds		5.776.44				
& I.N.S. USE O64 JAC &	7. Lir. Loren Ne	il Behrmann. A	1 tems	te Resn	onsible	044
	(Name of Official Propos	nag Formi			(Title)	
JUN -2 1981 ,	International	Services, Vay		te Univ		
ADMITTED J-	Ton his	me and	roit,		/24/81	12
Tune 1.1982	Secret Street	Officer or Alexander R.O.1			(Dee)	
PART B. ENDORSÉMENT OF CONSULAR OR MINE REGARDING SECTION 212(a) OF THE UNL	GRATION OFFICER	PART III—STATEMENT O	F RESPON	SIBLE OFFICE ER OF PROGR	R FOR RELE	ARING
LINAME IMA INSPEC	ter	Dava		Trunsler of	f this sexchan	ne wester
(True) II		program No.				spor
have determined that this sken in the above program		to the program specified in	inem (2) w	D=000000 00	highly named	
not subject to the two year residence require () is subject, based on: A.() government finance		conformity with the object of 1961.	was of the	Mutual Educat	sonel and Cut	turel Exch
B. () the Exchange visit						
A C.(1PL 94 484 39 amor	roed.	Δ	DDE	ENDI	2 1 4	
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was 110001 (White) Copy 1	• For immigration	and Naturalization	Service	ı		
V What I						Section 1



vears.

or employees.

Nationality Act and PL 94 484, as amended).

and Nationality Act, as amenged, for a total maximum stay of

previously as an exchange visitor, show total length of time:

I certify that I have read and I understand the foregoing.

(Signature of Applicant)

(d)

three may be retained for re-entries within a period of previously authorized stay.

their medical specialty): Post-doctorial research

- I understand that the following conditions are applicable to exchange visitors: (a) Extension of Stay and Program Transfers: The initial period of stay in the United States authorized for an exchange visitor or
- not exceed one year, notwithstanding the fact that a sponsorship beyond that period may be contemplated. The comple Form IAP-66, which is required in order to apply for an extension or transfer, may be obtained from or with the assistance the sponsor. It must be submitted to the appropriate office of the Immigration and Naturalization Service within fifteen to si-
- days before the expiration of the authorized period of stay. (b) Limitation on Stay: STUDENTS - as long as they pursue a substantial scholastic program leading to recognized degrees certificate. (However, students whom the sponsor recommends for practical training may be permitted to remain for su purpose for an additional period of up to 18 months after receiving their degree or certificate.) BUSINESS AND INDUSTI AL TRAINEES - 18 months. TEACHERS, PROFESSORS, RESEARCH SCHOLARS, and SPECIALISTS - 3 year
- INTERNATIONAL VISITORS I year, PROFESSIONAL TRAINEES: Graduate Nurses 2 years; Medical Interns a

Residents - 2 years with possibility of extension as provided by PL 94 484 as amended; Medical Technologists, Medical Record Librarians, Medical Record Technicians, Radiologic Technicians, and Other Participants in Similar Categories - 1 length of the approved training program plus a maximum of 18 months for practical experience, not exceeding a total of

Change of Status: Exchange visitors are expected to leave the United States upon completing their objective. An exchange

visitor who is subject to the two-year home-country physical presence requirement is not eligible to change his/her status wh in the United States to any other nonimmigrant category except, if applicable, that of official or employee of a forei government (A) or of an international organization (G) or member of the family or attendant of either of these types of offici-

Two-Year Home Country Physical Presence Requirement: Any exchange visitor whose program is financed in whole or in pa directly or indirectly by either his/her own government or by the United States Government is required to reside in his/her or country for two years following completion of his/her program in the United States before he/she can become eligible permanent residence (immigration) or for status as a temporary worker ("H") or as an intracompany transferee ("L" Likewise, if an exchange visitor is acquiring a skill which is in short supply in his/her own country (these skills appear on t Exchange Visitor Skills List) he/she will be subject to this same two-year home-country residence requirement as well as all physicians entering the U.S. to receive graduate medical education or training (Section 212(e) of the Immigration a

I seek to enter into, or remain temporarily in, the United States as an exchange visitor under Section 101(a)(15)(J) of the Immigration

degree, certificate, or other objective toward which your program participation will be directed. Doctors of medicine should indi-

I 🗆 have 🕏 have not (check one) been in the United States previously as an exchange visitor, (If you have been in the United St

(To be completed only if application is being made for extension of star or Program transfer. Use a continuation sheet if necessar first entered the United States as an exchange visitor, or acquired exchange visitor status, on ______(Mo./Day/Yr.) and I enzared in the following activities under the sponsorship of respective institutions listed for each activity (include program number

I understand that a Consular or Immigration Officer will determine whether I am subject to the two year home country phy presence requirement described in item 1(e) above. If such officer determines that I am subject, I will accept that determination comply with the requirement. I understand that the determination will be endorsed in Part II. Page 1 of this form.

____, and dates:

and I understand that I shall be permitted to perform only those activities described in Item 2 and 4 on page I of this Form

____ (months or years) for the purpose of (state typ-

(Country) expires on

(c) Documentation Required for Admission or Readmission as an Exchange Visitor: To be eligible for admission or readmission the United States, an exchange visitor must present the following at the port of entry: (1) A valid nonimmigrant visa beari classification J-1, unless exempt from nonimmigrant visa requirements; (2) A passport valid for six months beyond anticipated period of admission, unless exempt from passport requirements; (3) A properly executed Form IAP-66. Copies of and two of Form IAP-66 must be surrendered to a United States immigration officer upon arrival in the United States. Co

(Pluce) .

LISTING OF COUNTRIES WHOSE CITIZENS RESIDE IN CANADA OR BERMUDA AND ARE EXEMPT THE NORMAL PASSPORT AND VISA REQUIREMENTS.

- 1. Australia
- 2. Rahama «
- 3. Bangladesh
- 4. Rarbados
- Rotswana
- 6. Canada
- 7. Cyprus
- Dominica
- ٩. F1.11
- 10. Gamb1a
- 11. Ghana 12. Grenada
- 13. Guyana
- 14. India
- 15. Ireland
- 16. Jama 1ca
- 17. Kenya
- 18. Losotho
- 19. Malawi
- 20. Malaysia

- 21. Malta
- 22. Mauritius
- 23. Naura
- 24. New Zeal and
- 25. Migeria
- 26. Papua New Guinea
- 27. St. Lucia
- 28. St. Vincent
- 29. Sevchelles
- 30. Sierra Leone
- 31. Singapore Sr! Lanka
- 33 Swaz1land
- Tanzania
- 35. Tonga

32.

34.

- 36. Trinidad and Tobago
- 37. Uganda
- 38. United Kingdom (Includes colonies. territories, and dependencies, such as Hong Kong, Bermuda, Belize, Western Samoa, Zambia, Zimbabwe)

In addition, British subject and their families attached to various Canadian and British government organizations in Canada, including the military, though not "landed immigrants" may be regarded as residents of Canada.

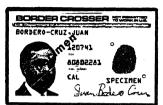
All foreign trainees in Canada under the auspices of the International Develop-ment Assistance Programme will have in their possession an identity card issued by the Canadian International Development Agency. Students or trainers who are nationals of the countries named above may be admitted upon presentation of a valid identity card and a passport (for identification purposes).

FORM I-186





FORM 1-586



APPENDIX 17A

NONIMMIGRANT VISAS



NF 000100 THE UNITED STATES AVAILABLE ON YOU ON ON ON ON ON ON ON ON ON
CLASSIFICATION DATE
MULTIPLE APPLICATIONS FOR
BERNAL STREET

REPORT OF PRIVATE AIRCRAFT ARRIVAL

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FORM LOZA (85	EV 3 10 77 V BESORY OF BRID	ATE ALDED A ST ADDIVAL		

(REMOVE CARSON PAPER BEFOR	RE FILLING IN BEL	ow)
LIST OF PASSENGERS NAMES	IMMIGRATION STATUS	TOTAL INSPECTED
June Freeman	4.5.6.	
Gerald Freeman	u.s.C.	
James Smith	ARC	4
		/
BAGGAGE - NO. OF PIECES	SMALLPOX VACCIN	ATIONS
4	PILOT PASSEN	/
CARGO INTERCEPTIONS	Signature of Lasp	rting Officer
YES (NO) YES (NO)	Buc All	<u> </u>

TED STATES DEPARTMENT OF JUSTICE BRATION AND NATURALIZATION SERVICE					
ase read instructions on reverse)			Fee Stamp		Form approved OMB No. 43-Ri
APPLICATION FOR ADVANCE PERMISSI TO ENTER AS NONIMMIGR					0.00
(Pursuant to Section 212(d)(3 Immigration and Nationality			File I		····
I hereby apply to the Attorney Gen risions of section 212(d)(3) of the h			e United S		orarily under the
FULL NAME (Print)				2. 0/	TE OF BIRTH
PLACE OF BIRTH (City-Town, State/Province,	Country)		4.	PRESENT CI	FIZENSHIP
PRESENT ADDRESS					
DURING THE PAST FIVE YEARS I HAVE RESID	DED AT THE POLLOWIN	G PLACES:			
DESIRED PORT OF ENTRY INTO U.S.			La uzauao	F TRANSPOR	
			S. HEARS O	r TRANSPOR	TATION
PROPOSED DATE OF ENTRY	10. APPROXIMATE LE	HOTH OF STAY	IN THE UNIT	ED STATES:	
BELIEVE I MAY BE IHADMISSIELE TO THE U	NITED STATES FOR T	HE FOLLOWING	REASONS AI	IO NO OTHER	is:
I have not heretof	ore filed an applicat	ion for advan	ce permissi	on to enter	85 A
	, 19 , at				
I understand that the information herein icial proceedings, or deportation or excl I certify that the statements above and lef.	usion proceedings)	hereafter inst	ituted again	ast me.	
(Uma	iture of Applicant)		(Det		
SIGNATURE OF PE	RSON PREPARING F	ORM IF OTHE	R THAN API	LICANT	
I declare that this document was prepared b	y me at the request of	the applicant	and is based	on all inform	nation of which I ha
		A	PPEI	XIDIX	20
(Signature)		(Address)			(Date)
J-192 2-25-76)N	RECI	EIVED T	RANS. IN	RET'BUTA	ANS. COMPLETE
	l l				

DO OR OLD OFFICE INSTRUCTIONS This application must be executed in duplicate and filed with the district director having jurisdictio

ACTION BY IMMIGRATION AND NATURALIZATION SERVICE

DATE OF ACTION

Granted, subject to revocation at any time, upon the following

terms and conditions:

the port of entry.

2. A fee of ten dollars (\$10) must be paid for filing this application. It cannot be refunded regardless the action taken on the application. DO NOT MAIL CASH. Payment by check or money order must be wn on a bank or other institution located in the United States and be payable in United States currenc applicant resides in the Virgin Islands, check or money order must be payable to the "Commissioner of ance of the Virgin Islands." If applicant resides in Guam, check or money order must be payable to

"Treasurer, Guam." All other applicants must make the check or money order payable to the "Immiion and Naturalization Service." When check is drawn on an account of a person other than the licant, the name of the applicant must be entered on the face of the check. Personal checks are accsubject to collectibility. An uncollectible check will render the application and any documents issusuant thereto invalid. A charge of \$5.00 will be imposed if a check in payment of a fee is not honore the bank on which it is drawn. If payment is made by the type of international money order that cannot mailed, the money order must be drawn on the postmaster of the city in the United States to which the

top margin of the application form. If application is made because applicant may be inadmissible due to present or past membership in iliation with any Communist or other totalitarian party or organization, there shall be attached to the cation a written statement of the history of applicant's membership or affiliation including the period membership or affiliation, whether applicant held any office in the organization, and whether members iliation was voluntary or involuntary. If involuntary membership or affiliation is alleged, there shall a tached to the application a written statement to support said allegation.

dication will be mailed, and that city, the money order number, and the date must be shown clearly on

If application is made because applicant may be inadmissible due to disease, mental or physical t or disability of any kind, the application shall describe the disease, defect or disability. If the purof seeking admission to the United States is for treatment, there shall be attached to the application ments in writing to establish -

(a) that satisfactory treatment cannot be obtained outside the United States. (b) that arrangements have been completed for treatment, and where and from whom treatment will be received.

(c) what financial arrangements for payment of expenses incurred in connection with the treatment h

been made, and (d) that a bond will be available if required by the Attorney General.

If application is made because applicant may be inadmissible due to conviction of crime, the design of the crime, the date and place of its commission and of the conviction thereof, and the sentence or judgment of the court shall be stated in the application. In such case the application should be suped by official record of conviction, and any other documents relating to commutation of sentence, paro tion, or pardon.

File Number:

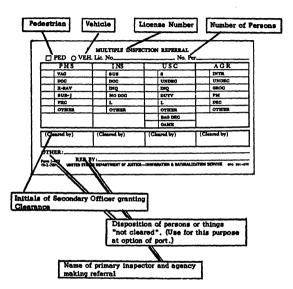
AUTHORIZATION FOR PAROLE OR CONDITIONAL ENTRY OF AN ALIEN INTO THE UNITED STATES

Date:

Place of Birth: Clay or Town Clauser Presison Clausery	Name of Alien:		Date of Birth:
U.S. Address:	(First) (F	Aiddle) (Last)	
U.S. Address:			
U.S. Address:			
U.S. Address:	Place of Birth:		
U.S. Address:	(City or Town)	(State or Province)	(Country)
Presentation of the attached duplicate of this document will authorize a transportation line to accept the named bearer on board for travel to the United States without liability under Section 273 of the Immigration and Nationality Act for bringing an alien who does not have a visa. Presentation of the original of this document prior to will authorize an immigration officer at a port of entry in the United States to permit the named bearer, whose photograph appears hereon, to enter the United States to permit the named bearer, whose photograph appears hereon, to enter the United States to permit the named bearer, whose photograph appears hereon, to enter the United States to permit the named bearer, whose photograph appears hereon, to enter the United States to permit the named bearer, whose photograph appears hereon, to enter the United States to permit the named bearer, whose photograph appears hereon, to enter the United States to permit the named bearer, whose photograph appears hereon, to enter the United States to permit the named bearer, whose photograph appears hereon, to enter the United States to permit the named bearer, whose photograph appears hereon, to enter the United States to permit the named bearer, whose photograph appears hereon, to enter the United States to permit the named bearer, whose photograph appears hereon, to enter the United States to permit the named bearer, whose photograph appears hereon, the united States to permit the named bearer, whose photograph appears hereon, the united States and the united States are the			
Presentation of the attached duplicate of this document will authorize a transportation line to accept the named bearer on board for travel to the United States without liability under Section 273 of the Immigration and Nationality Act for bringing an alien who does not have a visa. Presentation of the original of this document prior to			
Presentation of the attached duplicate of this document will authorize a transportation line to accept the named bearer on board for travel to the United States without liability under Section 273 of the Immigration and Nationality Act for bringing an alien who does not have a visa. Presentation of the original of this document prior to	II S. Address:		
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named bearer on board for travel to the United States without liability under Section 273 of the Immigration and Nationality Act for bringing an alien who does not have a visa. Presentation of the original of this document prior to			
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ition and Nationality Act for bringing an alien who does not have a visa. Presentation of the original of this document prior to	named bearer on board for travel	to the United States without liabi	ility under Section 273 of the Immigra-
Presentation of the original of this document prior to	tion and Nationality Act for brin	ging an alien who does not have a	visa.
Immigration officer at a port of entry in the United States to permit the named bearer, whose photograph appears hereon, to enter the United States: as an alien paroled pursuant to Section 212(d)(5) of the Immigration and Nationality Act. as a conditional entrant pursuant to Section 203(a)(7) of the Immigration and Nationality Act. Remarks: (Espatiere of Immigration Officer) ARRIVAL STAMP		gg	
Immigration officer at a port of entry in the United States to permit the named bearer, whose photograph appears hereon, to enter the United States: as an alien paroled pursuant to Section 212(d)(5) of the Immigration and Nationality Act. as a conditional entrant pursuant to Section 203(a)(7) of the Immigration and Nationality Act. Remarks: (Signature of Immigration Officer) (Authoriting Office) ARRIVAL STAMP			
appears hereon, to enter the United States: as an alien parolled pursuant to Section 212(d)(3) of the Immigration and Nationality Act. as a conditional errain pursuant to Section 203(a)(7) of the Immigration and Nationality Act. Remarks: Chipseleve of Immigration Officery Charleston 203(a)(7) Charlocating Office Charleston 203(a)(7) Charlocating Office Charlocating Office	Presentation of the original of th	is document prior to	will authorize an
as an alien paroled pursuant to Section 212(d)(5) of the Immigration and Nationality Act. as a conditional entrant pursuant to Section 203(a)(7) of the Immigration and Nationality Act. Remarks: (Signature of Immigration Offices) ARRIVAL STAMP	Immigration officer at a port of	entry in the United States to permi	it the named bearer, whose photograph
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Immigration and Nationality Act. as a conditional entrain pursuant to Section 203(a)(7) of the Immigration and Nationality Act. Remarks: (higastate of imagration Office) ARRIVAL STAMP	as an alien paroled	nursuant to Section 212(d)(5) of	the
as a conditional entrant pursuant to Section 203(a)(7) of the Immigration and Nationality Act. Remarks: (Signature of Immigration Officer) ARRIVAL STAMP			
migration and Nationality Act. Remarks: (Signature of Immigration Officer) ARRIVAL STAMP	Intingration and 1	valionality Act.	n - 6 A - 1
Remarks: (Signature of Immigration Officer) (Authoriting Office) ARRIVAL STAMP	as a conditional en	trant pursuant to Section 203(a)(7) of the Im-
(Signature of immigration Officer) ARRIVAL STAMP	migration and Nat	ionality Act.	
(Signature of immigration Officer) ARRIVAL STAMP			
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FORM 1-443



PHS - Public Health Service Referral

VAC Vaccination

DOC Medical Documents

X-RAY Chest X-ray required or Chest X-ray results SUB-J Importation of Dogs, Cats, Monkeys & Psittacine

Birds, Vectors and Things
PXC Physical Examination Communicable

OTHER Referred for other reasons

INS - U. S. Immigration Referral

SUS Suspicious Imm. Documents

DOC Immigration Documents

INQ Inquiry

NO DOC. No Immigration Documents

OTHER Referred for other reasons

USC - U. S. Customs Referral

S Search Required

UNDEC. Undeclared Merchandise

INQ Inquiry
DUTY Collection of Duty (Tariff)

Lookout

OTHER Referred for other reasons (Narcotics)
BAG DEC. Baggage Declaration and Check of Baggage
GAME Check Game (Deer, Lobster, Quail, etc.)

AGR - Plant Quarantine Referral

INTR Interior

UNDEC

Undeclared soil, seeds, fruits, and vegetables

GRO Groceries
PM Plant Material

DEC. Declaration of soil, seeds, fruits, and vegetables

OTHER Referred for other reasons (Hay, Matting)

THE SOUNDEX METHOD OF INDEXING AND FILING

oundex filing is a method of indexing and filing by code to give a umber to each surname or organization name which groups similar sames regardless of spelling. The first letter of a name is never oded. It is always followed by three digits which are determined y applying the Soundex Code.

n the Soundex Code, there are six groups of consonant letters in ach of which every letter has a number equivalent. Following is table showing the Soundex Code:

<u>Letters</u> <u>Numbe</u>	r Equivalents
b, f, p, v	1
c, g, j, k, q, s, x, z	2
d, t	3
1	4
m, n	5
r	6
Not coded or no consonants	0 (zero)
Insufficient consonants	0 (zero)

t is easy to remember that all <u>consonants</u> are coded with the exception f the letters w, h, y and that all vowels a, e, f, o, u are not coded. he 3 consonants and yowels have no number equivalents.

CODING RULE

a. The first letter of the surname is the "Initial" letter, and it is not coded. It indicates the section of the file to which it belongs. (The surname ADAMS is filed in the "A" section and BROWN is filed in the "B" section.) The remainder of the name is then coded to three digits in sequence as the coded consonants occur in the name.

nderson is coded A-536

he first letter of this name is A and, as it is the "Initial" letter, t is not coded, but is designated "A", just as it is. The next letter s "n" and in the table it has a numerical equivalent of 5. The next atter is "d" and it has an equivalent of 3. The next letter is "e" hich is a vowel and is not coded. The next letter is """ and the quivalent for that is 6. Three digits (536) is as far as the name s coded. No code contains more than three digits.



```
    H e r sc h e 1
    1s coded H-624

    Mc C a r t h y
    1s coded M-263

    0 pff e r
    1s coded 0-160

    T o dt
    1s coded T-300
```

3. a. When one or more letters immediately following the "Initial" letter are its numerical equivalent, do not code them but continue through the name to the first consonant that has a code number. This rule applies to any letter that immediately follows the "Initial" letter and is its equivalent with no separators. Examples are often found in names beginning with the letter C, G, L and P, but most often in names beginning with the letter S. Note in the examples the letters grouped with the first or "Initial" letter are the same or have the same number equivalent as that letter and there are no separators: therefore they are not coded.

EXAMPLES:

Cz e <u>r n</u> y	1s coded C-650
Cza <u>jk</u> ow <u>sk</u> 1	1s coded C-220
Gje <u>l</u> haug	is coded G-420
Gschwe <u>n dt n</u> er	1s coded G-535
L1 o y <u>d</u>	is coded L-300
Pf e <u>ff</u> e <u>r</u>	is coded P-160
Py 1 <u>n t z</u>	is coded P-532
Schk o <u>l n</u> i <u>ck</u>	is coded S-452
Sc o <u>tt</u>	is coded S-300
Sk o w	1s coded S-000
Sch <u>m</u> 1 <u>dt</u>	is coded S-530
Sck <u>l</u> a <u>r</u> e <u>n</u>	1s coded S-465
Sczs o <u>t k</u> a <u>l</u>	is coded S-324
Squ1 <u>res</u>	1s coded S-620

b. The vowels a, e, i, o, u and the consonant y are used as separators. Consonants having a code number when separated by these yowels and y are coded individually.

EXAMPLES:

B 1 <u>g</u> 0 <u>s</u>	is coded 8-220
Fe <u>rr</u> a <u>r</u> a	is coded F-660
He <u>nnan</u>	1s coded H-550
Kozsasick	is coded K-222
L y <u>l</u> e <u>s</u>	is coded L-420
M <u>cC 1</u> e <u>11</u> a n d	1s coded M-244
S <u>taten</u>	1s coded S-335
Va <u>n Sick</u> le	is coded V-522

c. The letters h and w, when either or both appear within the name are to be considered as having no bearing whatsoever on the coding. They should be thought of s non-existent. The letters h and w are not separators and should be considered as excess or not appearing in a name.

EXAMPLES:

LAMIFELD.			
A sch r o f t	1s	coded	A-261
B a <u>schk</u> o <u>ff</u>	15	coded	B-210
B h a <u>11</u>	15	coded	B-400
C h u <u>r c</u> h 1 <u>11</u>	15	coded	C-624
0 <u>r</u> e <u>sch 1</u> e r	15	coded	0-624
G <u>r e e n</u> w o o <u>d</u>	15	coded	G-653
Lí <u>v</u> e <u>rwr</u> í <u>q</u> ht	is	coded	L-162
P a <u>schk</u> a	ts	coded	P-200
R a w <u>11</u>	is	coded	R-400
S a chs	15	coded	S-200
S m i thd e a 1	1s	coded	S-534

A Few Indexing Rules for Surnames and for Soundex Coding.

 Foreign and other prefixes such as bon, d', da, de del, di, do, el, la las, le, li, lo, los, M', Mac, Mc, O', wan, wander, von, vonder, etc., are actually a part of the surname even if spaced separatedly or written with capital letters. For coding purposes, consider the different parts of the name as though all in one. (This does not apply to Spanish-language names. See pararaph 2 below.)

EXAMPLES:

Bon Durant	as though Bo <u>nd</u> u <u>r</u> an t	B-536
D1 Bello	as though D 1 <u>b</u> e <u>11</u> o	D-140
De Los Santos	as though Delossantos	D-425
Dela Cruz	as though Delacruz	D-426
D'Aubigny	as though Dau <u>b</u> ig <u>n</u> y	D-125
Le Droit	as though Le <u>dr</u> oi <u>t</u>	L-363
L'Oise	as though L o 1 <u>s</u> e	L-200
Mac Murray	as though M a <u>c m</u> u <u>rr</u> a y	M-256
McDonald	as though M <u>c d</u> o <u>n</u> a 1 d	M-235
O'Farrel	as though 0 <u>f</u> a <u>rr</u> e <u>11</u>	0-164
Van Den Berg	as though V a <u>n d</u> e <u>n</u> b e r g	V-535
Vander Meer	as though V a <u>n d</u> e <u>r</u> m e e r	V-536
Von Suppe	as though V o <u>n s</u> u <u>pp</u> e	V-521

Spanish-Language names. The following procedure shall be followed in coding Spanish-language names:

(1) Only the first surname shall be coded.

EXAMPLES: (Underlining indicates name to be coded)

Juan Gomez y Conde

Juan Gomez Conde

Juan Gomez-Conde

Ana Conde de Gomez

Ana Conde vda. de Gomez

(2) Do not code the following:

de

de los

del

EXAMPLES:

Jose de la Torres-Munoz

Enrique De Alba-Garcia

Compound two part names are considered as though one enitre name.
 If there is a hypen between two names, consider it as all one name
for coding purposes. (This does <u>not</u> apply to Spanish-language names.
 See paracraph 2 above.)

EXAMPLE:

1 A Bullion Linkson	de extent to the second control of	
J. A. Bulwer-Lytton	is coded Bulwerlytton	B-464

4. Abbreviations of Saint (St.) are coded as though spelled out. Occasionally the French or Spanish abbreviation of Sainte (Ste.) or Santa (Sta.) is used. Always be sure that this is coded together with the part of the surname that follows it.

EXAMPLES:

St. John	is coded as Sa i <u>ntj</u> ohn	S-532
Sta. Lucia	is coded as Sa <u>nt</u> a <u>l</u> uc i a	S-534
Ste. Marie	is coded as Sai <u>nt</u> e <u>m</u> arie	S-535

All abbreviations are spelled out before coding or filing.

5. American Indian names are treated thus:

If the name includes a given name and a tribal name, code the full, tribal name as though it were a compound name.

EXAMPLES:

is coded as Bigwhite agle Mary Big White Eagle

R.

R-

is coded as Running deer Jim Running Deer

If no recognizable given name appears with the tribal name, consider the tribal name as the only name and code it as a whole.

EXAMPLES:

(Chief) Black Rain Cloud

Chinese names are coded thus:

is coded as Redstone face Red Stone Face R-

is coded as Blackraincloud B-

6. Disregard all titles appearing before or after the surname.

EXAMPLES:

(Miss) B r o w n, Mary Jane is coded B-650 filed Mary Jane (Col.) Paul Johnson 1s coded J-525 filed Paul

is coded S-530 filed John H. (Mr.) S m i t h, John H.

filed Charles A.

Murphy, Charles A. (Jr.) is coded M-610

(Senator) Charles W a 1 d r o n is coded W-436 filed Charles

W i 11 i a m s, (Rev.) James Edward is coded W-452 filed James Edward

When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or surname, the fir part only is coded as the surname and the next parts used as the fir name and middle name.

EXAMPLES:

Low Tai Yat code only Low L-000 file first name T middle name Yat

Harry Yat Bun Sing code only Yat Y-300 file first name H middle name Bun S When one or more names follows the surname take care to code only the surname (see examples above). Sometimes the surname will be in capital letters and the other names will be in lower case letters. Sometimes the other names will be connected by a hyphen, in such cases you may find the surname written either before or after the other names. Regardless of the foregoing, if an individual customarily uses one or another of his names as his surname, then you should accept that name as his surname.

EXAMPLES:

Wu Kung Lee	coded only Wu	W-000	filed Kung Lee
SOONG Mei Ling	coded only Soo <u>n g</u>	S-520	filed Mei Ling

Chiang Kai-Shek coded only Chiang C-520 filed Kai-Shek

GENERAL RULES

- 1. The surname only is coded unless an individual has only a single name, in which case the single name is considered the surname for coding ourposes.
- 2. The complete surname only is always underlined as coded. The first name is NOT underlined.
- 3. If a typewritten name appears faint or blurred, it is corrected on a separate line and not directly on top of the typed name.
- 4. In writing codes, block letters and numbers only are used.
- 5. A dash is always placed between the "Initial" letter of the surname and the first digit of the numeric code.
- Free space above the name is used for writing the code. Numbers and letters are written about one-half inch high. Care is taken that the code is not run into printed matter.
- 7. If an error is made, a line is drawn through it and complete new code is written.
- 8. If a name is illegible, the record or paper is returned to the supervisor for proper disposition or interpretation.

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